CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ◆ www.csustan.edu/HR

EMPLOYMENT OPPORTUNITY

POSITION: ADMINISTRATIVE ANALYST/SPECIALIST, NON-EXEMPT **JOB #14/01**

Half-time (50%) temporary position available on or after August 16 2014 and ending on or before August 24, 2015 in the Office of Research and Sponsored Programs. Possibility of being reappointed based on budget, department needs, and job performance. (Incumbent will be appointed for a year from date of hire)

ESSENTIAL DUTIES: Under the general supervision of the Interim Director of Research and Sponsored Programs, this position performs the following: conducting funding searches and initiatives; working with PIs in the development, submission, and acceptance of grants and contracts; keeping current on eligibility requirements of funding agencies, along with their regulations and policies to help ensure compliance, work collaboratively in the coordination of events; and work collaboratively in the development and implementation of policy. Duties include, but are not limited to:

- Assist PIs in developing non-technical language to assist in writing grant and contract proposals.
- Assist PIs with program development language, when appropriate, to assist in writing grant and contract proposals.
- Analyze funding agency guidelines and regulations to ensure that proposals conform to agency expectations.
- Oversee budget proposal development, adhering to campus and agency guidelines.
- Assemble required certifications and documentation required by each funding agency. Obtain all University signature approvals and authorizations for submission.
- Have knowledge of electronic submission mechanisms (e.g., Grants.gov, NSF Fastlane) and electronically submit proposals on behalf of the PIs.
- Facilitate grant and contract submission. Assist PIs with obtaining review comments; follow up with PIs of rejected proposals and advise strategy for resubmission.
- Distribute awards documents to appropriate University parties. Conduct review and acceptance of awards and initialization of post award functions.
- Development of contractual memorandums of understanding.
- Work with the Director and the Lead Grant and Contract Specialist on the development and implementation of an Institutional Animal Care and Use Committee (IACUC), including appropriate policies and procedures.
- Coordinate and support the facilitation of the Student Research Competition. Plan, develop, and implement the Celebration of Sponsored Programs event.
- Perform electronic searches to locate specific funding opportunities. Apprise the Lead of new and developing funding opportunities.
- Research and network with agency contacts to identify subject-specific, high-potential funding opportunities. Facilitate collaboration between campus researchers and outside agencies to initiate and enhance program/project development and build consensus. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.
- General knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

PREFERRED QUALIFICATIONS:

- Master's degree involving a thesis/project. Ingenuity in determining methods to achieve programmatic goals and develop and implement program policies.
- Three years of experience, with evidence of success, in the following: prospecting funding sources; and initiating, writing, and submitting grants and contracts.
- Ability to maintain currency with and address funding agency eligibility requirements and compliance issues. Ability to develop, write, and edit grant proposals.
- Demonstrated ability to analyze and address problems using reasoning and the interpretation and applications of theories and principles to develop and recommend alternatives and best courses of action. Ability to anticipate problems and address them proactively. Ability to maintain discretion and judgment regarding sensitive information. Skill in the research, development, and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions with a broad administrative impact and implications.
- Ability to search for relevant funding opportunities, demonstrated experience with budget planning, ability to review and interpret federal guidelines as they related to research and the funding of research activities. Ability to work under pressure of deadlines and manage multiple proposals and other responsibilities simultaneously.
- Demonstrated experience with grant-writing or obtaining grants, experience in project management and expertise in diverse subject matter.
- Expertise in using a computer, including word processing and working with and developing spreadsheets and databases. Working knowledge of techniques for information searching through electronic retrieval systems (i.e. internet) and verifying sources.

SPECIALIZED SKILLS AND ABILITIES:

- Working knowledge of general practices, program, and/or administrative specialty. Basic knowledge of and ability to apply fundamental concepts.
- Ability to make independent decisions and exercise sound judgment. Working knowledge of budget policies and procedures.
- Ability to learn, to interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organization unit, and/or administrative specialty. Ability to compile, write, and present reports related to program or administrative specialty.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to organize and plan work and projects including handling multiple priorities.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as liaison for the organizational unit.

SALARY RANGE: $1,644 to $2,632 per month plus excellent paid benefits.

APPLICATION DEADLINE: JULY 29, 2014

APPLICATION PROCEDURE: Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html), cover letter, and resumé to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382

For questions, please contact: Dr.. Shawna Young at (209) 664-6645

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A 'MANDATED REPORTER' UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT. CLERY ACT: IN COM-PLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.

7/15/14