RHODE ISLAND COLLEGE
JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/19/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title:	Grant and Contract Specialist (Post Award)
Status:	Part-time, 20 hours per week
Grade:	8
Union Affiliation:	PSA (Professional Staff Association)
Reports To:	Medicaid ISA Project Director, (Director, Office of Sponsored Programs)

PRIMARY PURPOSE:

Support Principal Investigators by providing fiscal and administrative assistance and training for post-award Medicaid ISA (M-ISA)-related grant and contract activities. Help to assure compliant financial management, reporting and communication between Principal Investigators (PIs), Sponsored Programs (pre-award) and Grant Accounting (post-award). Support activities that further growth of the college's research capacity. Report to the Director of the Office of Sponsored Programs/Medicaid-ISA Project Director.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Work with pre- and post-award offices to provide fiscal and administrative support for all Principal Investigators (PIs) engaged in RIC M-ISA-related grants and contracts.
- Serve as a proactive resource to PIs by developing knowledge of, and relationships with, the college's grants-related administrative, financial, human resources, purchasing and other relevant offices to assure compliance and timeliness across the project life-cycle.
- Under direction of Medicaid-ISA Project Director, support and train faculty in relevant areas of grant budget management including, but not limited to, accessing and understanding financial reports, budget monitoring and budget projections.
- Support PIs in carrying out grant-related post-award tasks including, but not limited to, purchasing, travel arrangements and providing required documentation to support financial reporting done by Grant Accounting.
- Support the execution of timely grant expenditures through completion of online and paper requisitions, purchasing and hiring forms and other relevant documents.
- Complete monthly reconciliations of payroll and operations expenditures on relevant grants and work with Grant Accounting to correct any variances
- Work with PIs and pre-/post-award offices to ensure that timely and accurate no-cost extension requests, subawards and budget modifications are developed and submitted, under direction of Medicaid-ISA Project Director.
- Support PIs in proactively recognizing and addressing any potential fiscal barriers to successful grant management and project implementation, making them known to the Medicaid-ISA Project Director.
- Learn relevant software packages, including PeopleSoft and Cayuse.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Medicaid-ISA Project Director.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree majoring in relevant field.

Experience:

Three years of experience in grant management, and/or administration and understanding of current regulations governing fiscal management of federally sponsored programs.

Skills, Knowledge and Abilities:

- Excellent communication (verbal and written) and interpersonal skills.
- Proficient in Microsoft Office package.
- Technological proficiency to learn PeopleSoft financial systems and Cayuse electronic research administration system.
- Strong finance and administration skills.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.