Post Award Grant Specialist (EEO# BO 1-15)

**Department Overview**
The Office of Sponsored Programs Finance Administration and Compliance (SPFAC) at UL Lafayette provides post award management and financial oversight, while ensuring compliance with federal regulations and adherence to state and university policies, for all externally funded research and sponsored activities.

**Job Description**
The Post Award Grant Specialist will provide post-award support to faculty and administrative staff engaged in research and sponsored projects. This individual will serve as the University liaison with funding agencies to administer externally funded awards and be responsible for the review and negotiation of contracts and subcontracts, no cost extensions, budget revisions, and contract amendments for assigned departments and centers. Additional responsibilities include review and approving expenditures for compliance and adherence to sponsor guidelines, the preparation or submission of various reports required by federal and sponsoring agencies, and monitoring burn rates, deficits, and termination dates to ensure proper fiscal management of awards.

This position reports to the Director, but will work with other staff members to plan and implement professional development programs, develop support materials for the University community relevant to the post-award compliance areas, and contribute to the overall effectiveness and efficiency of the office.

**Qualifications**
The successful candidate will possess a Bachelor's Degree in business administration, accounting, finance, public administration, or related field. Effective communication, organizational, analytical, and problem solving skills required. Demonstrated ability to prioritize workload effectively and strong attention to detail are essential.

**Preferred Qualifications**
Master's Degree; Previous experience within a central Research Administration Office at a University; Certified Research Administrator (CRA); Grant accounting experience

**Applicants**
Review of applications will begin immediately and continue until the position is filled.

Cover letter and resume should be e-mailed to:

David Schultz, Director
Sponsored Programs Finance Administration and Compliance (SPFAC)
dschultz@louisiana.edu

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