POSITION ANNOUNCEMENT

TITLE: MANAGER, GRANTS & CONTRACTS

DEPT: EMRTC

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $47,091 - $58,864

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

JOB DUTIES:
The Grants and Contracts Manager serves as administrative and financial liaison and support to leadership, principal investigators, program managers, and other collaborators with respect to preparing and submitting proposals, negotiating grant, contract and other agreements, and the receipt set-up of awards (Pre-Award). The Grants and Contracts Manager oversees the accounting functions of sponsored and non-sponsored financial activity including budget monitoring, cost analysis, approvals, and the preparation and submission of sponsor and institutional fiscal reports. The Grants and Contracts Manager also oversees the support of contractual close outs as well as internal and external administrative/financial audits (Post-Award).

REQUIRED QUALIFICATIONS:
Bachelor’s degree required in Business Administration – Management/Accounting or related degree. Experience in the administration of federal, state/or private grants and contracts and agreements required. Knowledge/Skill in application and interpretation of university regulatory requirements including OMB Circulars and FAR desired. Knowledge and demonstrated use of accounting principles, practices and procedures required. Skill in developing and preparing detailed and complex financial and administrative reports required. Skill in analyzing various kinds of data for recommendations and reports desired. Must have excellent oral and written presentation, communication and negotiation skills required. Ability to supervise, evaluate and train employees including organizing, prioritizing and scheduling work assignments required. Must have a valid New Mexico driver’s license. This position requires the ability to obtain a Department of Defense Security Clearance through Secret.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 028, Socorro, NM 87801-4796