

Grant and Contract Officer I/II, Band F/G
Office of Sponsored Programs
Cornell University

Cornell University is looking for a Grant & Contract Officer to review and coordinate sponsored project proposals and resulting grant/contract awards including subcontracts. Work entails preparation and/or negotiation of a broad range of contracts including consulting agreements and teaming, material transfer, non-disclosure and restricted data set agreements for compliance with University and sponsoring agency policies. A GCO must be able to coordinate contract negotiations involving multiple parties while maintaining positive sponsor relations and protecting University interests. GCO's are required to understand and support the Office of Sponsored Program's role as a service unit in support of faculty research requiring individuals to maintain confidentiality and operate with patience and tact at all times.

Qualifications

Bachelor's degree with 2-5 years of experience with sponsored agreements in an academic setting or an equivalent combination of education and experience. Excellent oral and written communication and interpersonal skills required. Must have experience with computerized management systems and the ability to occasionally travel for professional development.

Must be flexible, open to change and supportive of others. Must work to build relationships and achieve common goals in a team environment. Must show initiative, anticipate needs, be diplomatic and welcoming. Must be organized and capable of setting priorities while handling multiple tasks in a busy environment. The person in this position must engage in problem solving and look for opportunities to share knowledge and information.

Knowledge of the federal regulations, contract law, intellectual property, insurance & indemnification and university accounting procedures preferred.

Position responsibilities and band will be mapped to selected candidate's qualifications.

Interested applicants should apply on-line at <http://www.ohr.cornell.edu/jobs/> to job number 02442