

San José State University Research Foundation

Position: Subaward Specialist

DEPARTMENT: Office of Sponsored Programs

IMMEDIATE SUPERVISOR: Director, OSP

POSTING DATE: April 11, 2022

SALARY: \$75,000-\$90,000 annually

EXEMPT STATUS: Exempt, Full-Time, Benefited

GENERAL NATURE OF POSITION

The San José State University Research Foundation (SJSURF) Office of Sponsored Programs (OSP) partners with the SJSU Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. Fully committed to delivering best in class services, OSP serves as the central coordination point for all grants and contracts, and partners with principal investigators (PIs) to ensure compliance with federal, state, and institutional policies.

As a member of the OSP team, this position will work directly with faculty on the creation and development of grant proposals and in the negotiation of grant and contract awards for research, training, and other projects of San José State University (SJSU). The subaward specialist utilizes specialized skills to exercise discretion and independent judgment to perform work directly related to the acceptance of sponsored project agreements at SJSURF, having a diverse and complex portfolio of federal and non-federal sponsored projects. The subaward specialist is responsible for reviewing, negotiating, and accepting the agreements that govern the sponsored projects at SJSURF and confirming that the terms and conditions accepted can be met by SJSURF. The incumbent is also responsible for the drafting, issuance and execution of subaward agreements related to SJSURF's sponsored projects, as well as the proper documentation of non-standard terms, award management requirements, and funding attributes that enables OSP to appropriately manage and account for the project.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Prepare subaward documentation, utilizing the appropriate agreement mechanism and terms and conditions. This position is responsible for subrecipient prequalification, confirming fund reservation, subaward issuance, funds release, and monitoring. The subaward specialist has knowledge of award management guidance for a variety of prime sponsors (federal and non-federal).
2. Negotiate or assist in the negotiation of agreements with other higher-education institutions, non-profit organizations and on occasion, industry sponsors, and drafts technical contract language covering such issues as intellectual property rights, cost-sharing, fiscal and procedural constraints and other similar matters.

3. Negotiate subaward terms and conditions with subrecipient institutions, consulting with Pre-Award specialists, Post-Award analysts, Contracts manager, and faculty members as needed. Ensure consistency with prime award terms and conditions and government-wide regulations.
 4. Perform risk analysis, and review subrecipient commitment documentation to ensure SJSURF is cognizant of, and protected from, issues and potential risks.
 5. Review subrecipient statements of work, budgets, budget justifications, indirect cost rates, fringe benefit rates, certifications and representations, conflicts of interest policy implications, human and animal subjects, and other compliance considerations.
 6. Anticipate and respond to customer needs; follow up until needs are met.
 7. Document the status of agreement issuance in the appropriate system(s) of record and tracking systems.
 8. Monitor follow-on processes and procedures throughout the agreement life cycle to ensure continued programmatic correctness and compliance with various regulatory requirements and OGC policies and procedures.
 9. Perform subrecipient monitoring functions, support FFATA reporting, assist with audit reporting requirements, and provide back up to coordinate with the Grants Accounting unit on closeout.
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INTERPERSONAL CONTACTS

Directly reports to the OSP director. Will develop and maintain effective working relationships with internal staff and departments, principal investigators, SJSU VP for Research and Innovation, AVP for Research, college deans, departmental chairs, and sponsoring agencies on a regular basis.

SUPERVISORY RESPONSIBILITIES

None, although may be called upon for advice and direction by others.

QUALIFICATIONS

Education and Experience

- Bachelor's degree required.
- Master's degree preferred.
- A minimum of two to three years of work experience of increasingly progressive in research administration responsibilities is required.
- Experience in electronic research administration is preferred.
- Knowledge of 2-CFR-200 (OMB Uniform Guidance) and FAR regulations is preferred.

Knowledge, Skills, Abilities Required

- Familiarity with the Federal Demonstration Partnership (FDP) agreement templates and other subagreement formats.
- Understanding of appropriate flow-down of award terms and conditions to subrecipient sites, including changes to agreement format and terms pursuant to the adoption of Uniform Guidance.
- Working knowledge of federal contracts.

- Strong verbal and written communications skills, organizational and time management skills with a focus on multi-tasking, prioritization, and adaptability.
- Thorough knowledge of current computer and office automation equipment and software required. Must be proficient in the use of MS Office (Word, Excel, Access), Gmail, Windows, or other applicable software packages.
- Knowledge and understanding of pre-award requirements, government relations, and principles applicable to contracts and grants.
- Demonstrated ability to cultivate and maintain positive working relationships with colleagues, faculty and representatives of various organizations and agencies.
- Ability to prioritize tasks, to work independently, to maintain confidentiality, and to take initiative to improve upon current operations.
- Ability to work in a fast pace environment, and handle multiple deadlines and tasks with diplomacy under pressure.
- Excellent judgment, independent creative problem solving skills.
- Accuracy in the development of complex multiyear budgets.

Complexity of Duties

- Works on a variety of problems of complex scope where analysis of data or solutions requires an evaluation of intangible, variance factors. Exercises independent judgment in developing methods and evaluating criteria for achieved results.
- Must be able to act on critical issues in an independent manner.
- Erroneous decisions or recommendations, or failure to get results would cause additional costs and personnel, and serious delays in overall schedule.

Physical Requirements

- Must be able to operate a PC including mouse and keyboard.
- Must be able to operate a ten-key adding machine.
- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Visual acuity associated with concentrated computer use.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

BENEFITS

The San José State University Research Foundation (SJSURF) provides excellent benefits package to benefited employees. **The comprehensive benefit package includes:**

- a) Nine company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) 14 paid federal & state holidays.
- e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.
- h) Paid training and professional development conferences.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Additionally all employees are required to have booster shots and provide proof to SJSU by 02/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee's job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume, and a cover letter. The formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to foundation-jobs@sjsu.edu. Please add CO SS to the subject line of the email.**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

REASONABLE ACCOMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity, and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

ABOUT THE SJSU RESEARCH FOUNDATION

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through

SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SJSURF is an equal opportunity employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.