

# San José State University Research Foundation

**Position: Pre-Award Specialist**

**DEPARTMENT:** Office of Sponsored Programs

**IMMEDIATE SUPERVISOR:** Associate Director, Pre-Award

**POSTING DATE:** January 21, 2022

**CLOSING DATE:** Open Until Filled

**SALARY:** \$68,000 - \$86,000

**EXEMPT STATUS:** Fulltime, Exempt, Benefited

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## 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, 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 pre-award specialist will provide pre-award services in various aspects of the proposal preparation and submission phase, including interpretation of the sponsoring agency's guidelines, budget development, coordination of required approvals, and regulation and compliance requirements.

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## ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist faculty in developing and submitting proposals for extramural funding.
2. Develop complex multiyear budgets that are consistent with objectives stated in proposal narrative, as well as the policies of SJSU, the SJSU Research Foundation (Research Foundation), the California State University system (CSU), and sponsoring agency.
3. Provide editorial and writing assistance as appropriate. Assist faculty in developing concept papers to submit to potential sponsors.
4. Develop and maintain collaborative working relationships with faculty, and assist in proposal development and submission of proposals of varying complexity and deadlines.
5. Work with Contracts Manager to review complex contractual documents on behalf of the Research Foundation. Ensure terms and conditions are acceptable to SJSU and the Research Foundation.

6. Advise faculty, the authorized signers, and university officers, as appropriate, regarding potential risks, irregularities of proposal applications, and responsibilities.
  7. Work with Contracts manager to prepare subcontract documents, and if applicable, ensure documents are in compliance with Uniform Guidance terms and conditions and other required federal regulations.
  8. Individually meet with faculty to introduce them into the sponsored program arena and provide one-on-one, personalized service. Inform faculty on the availability of resources within and outside the Research Foundation.
  9. Cultivate and maintain positive working relationships with external sponsor agencies. Guide faculty to appropriate agency contacts to discuss proposals prior to submission, often making initial contact for the faculty. Make contacts with federal agency representatives to develop SJSU presence when visiting sponsors and conferences. Promote and facilitate cooperation among colleges and with community members such as local government, local foundations and industry.
  10. Work with faculty to resubmit denied proposals. Evaluate comments from sponsors and meet with faculty to address proposal weaknesses and revise proposal for resubmission. Review federal, state, profit and non-profit announcements, and other publications to remain current on funding opportunities and trends.
  11. Review and accept grant awards and transition them to the post-award team for new account set up.
  12. Regularly contribute to the OSP monthly newsletter, participate in the development of departmental policies and procedures, contribute to the reports on proposal and award activity for distribution to faculty and administrators.
  13. Participate in the University Grants Academy (UGA) Committee.
  14. Perform other job-related duties as assigned.
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#### **INTERPERSONAL CONTACTS:**

- 1) Reports to associate director, Pre-Award.
  - 2) 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.
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#### **SUPERVISORY RESPONSIBILITIES:**

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

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#### **QUALIFICATIONS:**

- 1) **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.
- 2) **Knowledge, Skills, Abilities Required**

- The position requires 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.
- Thorough knowledge and understanding of pre-award requirements, government relations, and principles applicable to contracts and grants.
- Excellent communication and writing skills required.
- Demonstrated ability to cultivate and maintain positive working relationships with Research Foundation 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.

### 3) 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.

### 4) 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.

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**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.

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## 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.

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## 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 2/28/2022 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.

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## 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 applicant may do this via e-mail. The formal employment application is located on the SJSURF website on the [Forms page](#). **Due to the COVID-19 health crisis, all candidates must submit their application materials to [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu).**

Please address your formal application, your resume, and your letter of interest directly to:

San José State University Research Foundation  
Attn: HR/Job Code: **PDS CO**  
E-mail: [Foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu)

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.

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## 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](mailto: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.

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## 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.