Pre-Award Specialist (Pre-Award, Entry Level), UAS 1559 Revised
University Auxiliary Services, Inc.

**Salary Range:** $17.00 - $20.00/hourly

**Work Schedule:** This is a full-time position; Monday – Friday 8:00 a.m. to 5:00 p.m.; Non-exempt position. This position is eligible for benefits.

**Essential Functions:** Under the direct supervision of the Senior Grants & Contracts Analyst, and general supervision of the Executive Director, the incumbent will perform technical and analytical services and ensure compliance with grant and contract funding agencies, UAS and the CSULA. Drafts, negotiates, and develops budgets for grants and contracts, and ensures timely development and submission of proposals.

**Duties:**

90% - Serves as primary contact for principal investigators regarding award agencies, monitoring administration requirement and procedures. Draft and review budget proposals to ensure accuracy, detail, and compliance related to regulations; and obtain all approvals from University and UAS as required. Evaluates and verifies final award corresponds with proposal, resolves discrepancies, reroutes or transfers award to G&C Fiscal Management Analysis staff. Maintain an up-to-date knowledge of federal, state, and private agency regulations and policies, monitors new/changing laws, regulations and Uniform Guidance related to sponsored program activities. Collaborate with and advise faculty and staff on budget processing and relevant UAS/University fiscal policies related to proposals. Draft and negotiate terms of contracts, subcontracts and confidential disclosure materials with both Principal Investigators.

5% - Creates monthly awarded and submitted reports and summaries, creates and maintain office files (Pending, awarded, expired, non-funded) for all sponsored research and awarded files for privately funded projects from Institutional Advancement.

5% - Assist with audits and other special projects/duties as assigned.

**Requirements:** Three years of office experience. The incumbent must have strong computer skills using Microsoft Office Suite, Excel (including the use and development of spreadsheets), Word, and PowerPoint; excellent communication skills both written and verbal; superior analytical skills; strong budget management skills. The incumbent must have the ability to prioritize, organize, analyze, analyze and work independently in a fast-paced university environment; to handle the pressure of multiple deadlines, and maintain confidentially of employee records. The successful candidate will also have a front-line service philosophy, as there is a great deal of interface with faculty, staff, various members of the University community, granting agencies and various stakeholders. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI.
incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Physical Requirements: Ability to sit for several hours, use traditional office equipment, reach, grasp, and lift packages.

Desired Qualifications: Bachelor’s degree from an accredited four-year college or university. Working knowledge of Uniform Guidance and other federal terms and conditions. At least six months work experience with contract and grant pre-award administration.

Review of applications/resumes will begin April 22, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%20Inc./HRM/employment_application.pdf