Contracts and Grants Representative

Department
Indiana Geological and Water Survey
The Indiana Geological and Water Survey (IGWS) is a long-standing organization benefiting the welfare of the citizens of Indiana. The Indiana Geological and Water Survey assists the public and private sectors by conducting geological research, providing geological information, data and educational outreach, and maintaining physical and digital geological collections.

Job Summary
This position is under the direction of the Assistant Director for Business. The primary responsibilities include providing various administrative support for contracts and grants operations. Assisting the assigned areas of research and information services personnel with administrative tasks.

• Monitors and performs duties to support the department’s administration of contracts and grants. Including maintaining spreadsheets, communicating with team members and key stakeholders.
• Performs routine tasks related to the administration of grants and contracts.
• Monitors and assists with preparing for sponsored-project submissions by compiling grant proposal content for multiple contributors.
• Assist with departmental communications via monitoring and managing team email accounts.
• Monitors and assists with preparing for sponsored-project submissions by compiling grant proposal content for multiple contributors.
• Maintains information for documentation in databases, including letters, protocols, and grant records, while adhering to university and state guidelines for records management.
• Acts as a resource for contracts and grants administration process, procedure, and university/department policy questions.
• Assists staff by making travel arrangements. Plan travel itineraries, process travel arrangements and reimbursements. Schedules IU Motor Pool needs for staff. Provides staff with IGWS and University Travel policy and procedures on instate domestic, and foreign travel.
• Provides back-up support to the IGWS Bookstore. Including opening, closing, and assisting customers with online purchases and processing credit card payments.
• Assists staff with ordering supplies. Follows university guidelines for department purchases.
• Monitors monthly operating statements. Verifies accuracy and resolves discrepancies.

Qualifications Required
• High School Diploma or GED
• 2 or more years office environment experience.
• Excellent organization and communication skills.
• Computer literacy in Microsoft Office, specifically Word and Excel.
• Ability to handle multiple tasks, sharp eye for detail and excellent organization skills.
• Preferred knowledge of Indiana University systems including KFS, IUIE, Buy.IU, ChromeRiver, and Travel.
• Associates or BA Degree preferred.

Please apply online at www.jobs.iu.edu, posting number XXXXXX.

Position open until filled.

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