POSITION: Grants/Contracts Analyst I or Grants/Contracts Analyst II (full-time/full-year position)

The Analyst I position is initially a Trainee level with an assumption of increased independence, knowledge and ability as time in grade progresses. The Analyst II position assumes advanced knowledge and abilities based on years of experience and acquired knowledge and abilities.

ESSENTIAL JOB FUNCTIONS: Under general supervision, this position is responsible for compliance and fiscal management of grants and contracts. The position exercises independent judgment and discretion in working with faculty/project directors, and funding agency, Foundation and University personnel. Examples of duties include:

- establishing and maintaining contact with funding agencies; conducting negotiations with regard to contract language, budget changes and no-cost extensions;
- working with faculty and other project personnel to ensure regulatory compliance, including the fiscal management of grants and contracts;
- reviewing and interpreting funding documents;
- interpreting and applying campus policies and procedures;
- researching, interpreting and applying appropriate funding agency regulations and general federal requirements as required by each award;
- reviewing, analyzing and preparing fiscal reports;
- securing documentation of cost share;
- preparing and certifying invoices to sponsors;
- securing and maintaining documentation for audits.

EMPLOYMENT STANDARDS: Grant/Contract Administrative Analyst I: Requires three years of related work experience which demonstrates the ability to perform the functions described above and which includes fiscal management. Experience with grants and contracts is highly desirable. A Bachelor’s degree is preferred. This position requires the ability to work independently with only general supervision, exercise judgment and work well with others on and off the campus; excellent interpersonal and communication skills, the ability to handle multiple tasks and work effectively as a member of a team; knowledge of financial record-keeping, basic accounting principles, accounts payable and receivable, proficiency with the use of spreadsheets, and familiarity with use of automated accounting systems and other computer applications. Knowledge of governmental regulations pertaining to grants and contracts preferred.

Grant/Contract Administrative Analyst II: In addition to the requirements for the Analyst I level, requires significant and direct experience in the administration, compliance and fiscal management of grants and contracts. Certified Research Administrator designation a plus.

COMPENSATION: Grant/Contract Administrative Analyst I - $18.22/hour plus benefits.
Grant/Contract Administrative Analyst II - $3,980.00/month plus benefits.

Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays. The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will. This position is subject to a background investigation and fingerprinting.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, current resume, letter of introduction, and three references. **Application deadline is November 23, 2016.** Incomplete application packages will not be accepted. Applications can be submitted:

**BY MAIL:**
CSU, Chico Research Foundation  
CSU, Chico, Building 25  
Chico, CA 95929-0246

**IN PERSON:**
CSU, Chico Research Foundation  
25 Main Street, 2nd Floor suite 206  
Chico, CA

**BY EMAIL:**
rfhrjobs@csuchico.edu

**BY FAX:** (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

**BY PHONE:** (530) 898-6811 or **VISIT OUR WEBSITE:** [http://www.csuchico.edu/rfdn/](http://www.csuchico.edu/rfdn/)

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