



LABioMed

Los Angeles
Biomedical
Research Institute
at Harbor-UCLA Medical Center

Employment Opportunity

Senior Grants and Contracts Officer

Job # 68DC (Be sure to refer to job number when applying)

Salary Commensurate with experience (Full-Time)

Job Requirements:

GED or high school diploma, Bachelor's degree a plus. Excellent English verbal and written communication skills required. At least five years of related grants and contracts administration experience, capable of handling assigned medical departments with limited supervision. Three years of working experience in negotiating research agreements. Direct experience and knowledge of sponsored research project management. Both pre and post award. Direct experience in the submission of electronic proposals to various agencies including but not limited to the NIH. Able to interpret policies and procedures as they apply to the institution and studies of various specific areas related to sponsored research administration. PC capability with knowledge of standard software.

Description of Duties:

- Negotiate grant and contract awards. The Officer will be required to enter into negotiations of the budget and other various administrative aspects,
- Establish new projects and monitor projects. This requires the setting up of new awards and the monitoring of grants and contracts under the Officer's jurisdiction,
- Assures timely and accurate notification of investigators and sponsors regarding award compliance,
- Monitor financial status of assigned accounts,
- Coordinate grant and contract information between institution departments,
- Prepare subcontracts. The Officer must be able to draft subcontract and consortium agreements for the Assistant Vice President's review and approval,
- Interpret granting agencies' policies and procedures,
- The officer will assist and train the office staff as needed and instructed by the Assistant Vice President,
- The Officer may take on special tasks as assigned by the Assistant Vice President,

This position requires a successful criminal conviction search for employment

APPLY: On-Line www.labiomed.org and click on Employment Opportunities,

By Fax to: 310-222-3640,

By Mail to: 1124 W. Carson St. N-12, Torrance, CA 90502

In Person: in N-12 Monday-Friday, 10 am to 5 pm

Equal Employment Opportunity/Affirmative Action/Drug-Free Workplace