Invites applications for the following position(s):

**COMPETITION NUMBER: 540**

Administrative and Professional Staff (APSA)
Temporary Position
RESEARCH GRANTS AND CONTRACTS OFFICER, GRADE 8
OFFICE OF RESEARCH SERVICES
POSITION NUMBER: 119060

**POSITION OUTLINE:**
Reporting to the Director, Research Services, the Research Grants & Contracts Officer is responsible for assessing and reviewing foreign grant applications and complex grant agreements that require negotiation, mediation and re-drafting. The incumbent provides support for the internal research grant competition and award. The incumbent ensures awarded grants adhere to University and foreign granting agency policies; and identifies the need for compliance reviews by senior management. The position authorizes the set-up of research grant awards and liaises with Research Accounting in Financial Services. The incumbent drafts, manages, and authorizes inter-institutional Tri-Agency grant transfer arrangements sent to and receives from both eligible and non-eligible organizations. **Please note: This position is located at Discovery 2, 8900 Nelson Way, Burnaby, BC.**

**QUALIFICATIONS:**
- Undergraduate degree and four years of related experience in research grants and contract administration in a post-secondary institution, OR an equivalent combination of education, training and experience.
- Good knowledge of University Research and governmental funding agency research policies, rules, regulations and best practices.
- Excellent organizational, project management, and time management skills.
- Excellent interpersonal and communication (both oral and written) skills.
- Excellent research, analytical reasoning and problem-solving skills.
- Excellent knowledge of preparation and submission of research funding applications.
- Good budget administration skills.
- Ability to work in a fast-paced and dynamic environment and demonstrate a high level of tact, diplomacy, and discretion.
- Ability to interact productively and professionally with a wide range of internal and external stakeholders.
- Ability to work independently and in a collaborative team setting.
- Ability to use database, word processing, spreadsheet and web publishing applications.

**SALARY RANGE:** $59,050 to $70,517 per annum

**START DATE:** ASAP  
**POSITION END DATE:** September 30, 2018

A detailed resume and cover letter quoting Competition #540 must be received in our office by 4:30 pm on September 11, 2017, addressed to the attention of Bela Barros, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

---

*The University is committed to the principle of equity in employment*

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)