Finance Job Function

Research Administrator IV Pre
Grade: 58
Job Code: F1558P
Job Family: Research Administration
Job Family Matrix: Research Administration (Finance) Matrix

Summary
Facilitate complex pre-award activities, serve as a subject matter expert, and provide analysis, reporting and compliance applications.

Core Duties
• May act as signatory for the University, to endorse, negotiate, and/or accept grants and awards
• May function as a subject matter expert and/or project lead
• Oversee such pre-award areas as: funding, searches, proposal submission, document tracking and reporting
• Evaluate pre-award research administration procedures, recommend improvements
• Provide technical advice for and problem resolution for a school/unit financial community on research administration
• Act as the department representative at the School/University level
• Provide staff mentoring and training
• Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations

Basic Qualifications
• Bachelor’s degree or equivalent work experience required
• Minimum of 7 years’ relevant work experience
• Advanced knowledge of sponsored research regulations

Additional Qualifications and Skills
• MBA or Masters’ degree in relevant field
• Knowledge of Microsoft Office Suite, advanced Excel skills
• Working knowledge of financial principles budgeting, financial analysis

Certificates and Licenses

Physical Requirements

Working Conditions
• Work is performed in an office setting