

Job Family Matrix

Job Function: Finance		Job Family: Research Administration - Professional	
Job Family Summary: Perform or manage the formal solicitation, negotiation, and financial administration of external support for university research, training, and public service projects funded by government and non-government sponsors.			
Job Title: Research Administrator III PrePost		Job Title: Research Administrator IV PrePost	
Job Code: F1357P		Job Code: F1358P	
Grade Level: 57 Exemption: Exempt		Grade Level: 58 Exemption: Exempt	
Effective/Revision Date: January 2017		Effective/Revision Date: January 2017	
Job Summary		Job Summary	
Independently prepare, negotiate and manage a full array of sponsored research awards. Provide recommendations for the use of financial resources.		Oversee comprehensive pre post-award grant administration. Provide consultation and recommendations for the use of financial resources to faculty and staff.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Oversee such pre-award areas as: funding, searches, proposal submission, document tracking and reporting • 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 • Evaluate pre- and post- award research administration procedures, recommend improvements • Perform complex post-award activities including award approval and set up, analysis and reporting and long range financial planning • 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 • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 		<ul style="list-style-type: none"> • Establish and monitor effective pre post -award processes and systems • May function as a subject matter expert and/or project lead • May act as signatory for the University, to endorse, negotiate, and/or accept grants and awards • Manage such pre-award areas as: proposal submission, award validation approval and set-up • Manage such post-award areas as: award approval and set-up, financial analysis and reporting • Collaborate on the development of new pre post-award procedures within school/unit that support University wide policies and initiatives • Provide problem resolution, guidance and or training for sponsored research award management, compliance, systems, and reporting • Interpret regulations and guidelines of multiple program funding with complex and broad guidelines for spending • Lead the audit of individual sponsored accounts to ensure compliance with University and sponsored regulations • Ensure department's accurate and timely financial analysis and reporting • Act as unit 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 	
		<ul style="list-style-type: none"> • Manage such pre-award areas as: proposal submission, award validation, approval and set-up • Manage such post-award areas as: award approval and set-up, financial analysis and reporting • May act as signatory for the University and/or oversee the signatory process • Function as a subject matter expert or project lead • Serve as a key resource for post-award policies, procedures regulations, and cost reimbursements • Develop and monitor effective pre and post-award processes and systems • Collaborate with university-wide financial leadership to continuously improve process, polices, and procedures • Manage ongoing relationships and lead negotiation of terms and conditions of sponsored awards; approve terms for acceptance by the institution • Lead departmental financial analysis, reporting, and long range planning • Act as 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 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 5 years' relevant work experience Advanced knowledge of sponsored research regulations 	<ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 7 years' relevant work experience Advanced knowledge of sponsored research regulations 	<ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 8 years' relevant work experience Advanced knowledge of sponsored research regulations
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced Excel skills Working knowledge of basic financial principles, budgeting, financial analysis 	<ul style="list-style-type: none"> MBA or Masters' degree in relevant field Knowledge of Microsoft Office Suite, advanced Excel skills Working knowledge of financial principles budgeting, financial analysis 	<ul style="list-style-type: none"> MBA or Master's degree in relevant field Knowledge of Microsoft Office Suite, advanced excel skills Knowledge of advanced financial principles, budget management, financial analysis
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting

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Job Code: F1457P		Job Code: F1458P	
Grade Level: 57 Exemption: Exempt		Grade Level: 58 Exemption: Exempt	
Effective/Revision Date: January 2017		Effective/Revision Date: January 2017	
Job Summary		Job Summary	
Independently facilitate complex post-award activities, serve as a subject matter expert, and provide analysis, reporting and compliance applications.		Oversee complex post-award activities, serve as a subject matter expert, and provide analysis, reporting and compliance applications.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Perform complex post-award activities including award approval and set up, analysis and reporting and long range financial planning • 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 • Evaluate post-award research administration procedures, recommend improvements • Provide technical advice for and problem resolution for a school/unit financial community on research administration • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 		<ul style="list-style-type: none"> • Perform complex post-award activities including award approval and set up, analysis and reporting and long range financial planning • 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 • Consult on a wide range of post-award issues; interpret regulations and guidelines for multiple funding sources • Provide research and solutions to post-award management challenges • Provide staff mentoring and training • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 	
		<ul style="list-style-type: none"> • Serve as a key resource for post-award policies, procedures regulations, and cost reimbursements • May function as a subject matter expert and/or project lead • May act as signatory for the University and/or oversee the signatory process • Develop and monitor effective pre and post-award processes and systems • Manage such post-award areas as: award approval and set-up, financial analysis and reporting • Collaborate with university-wide financial leadership to continuously improve process, polices, and procedures • Manage ongoing relationships and lead negotiation of terms and conditions of sponsored awards; approve terms for acceptance by the institution • Lead departmental financial analysis, reporting, and long range planning • Act as 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 	

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Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience • Advanced knowledge of sponsored research regulations 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience • Advanced knowledge of sponsored research regulations 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum 8 years' relevant work experience • Advanced knowledge of sponsored research regulations
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skill • Working knowledge of financial principles, budget management, financial analysis 	<ul style="list-style-type: none"> • MBA or Masters' degree in relevant field • Knowledge of Microsoft Office Suite, advanced Excel skill • Working knowledge of financial principles, budget management, financial analysis 	<ul style="list-style-type: none"> • MBA or Masters' degree in relevant field • Knowledge of Microsoft Office Suite, advanced Excel skills • Working knowledge of financial principles, budget management, financial analysis
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

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Job Title: Research Administrator III Pre		Job Title: Research Administrator IV Pre	
Job Code: F1557P		Job Code: F1558P	
Grade Level: 57 Exemption: Exempt		Grade Level: 58 Exemption: Exempt	
Effective/Revision Date: January 2017		Effective/Revision Date: January 2017	
Job Summary			
Independently provide comprehensive pre-award grant administration. Provide consultation and recommendations for the use of financial resources to faculty and staff.		Facilitate complex pre-award activities, serve as a subject matter expert, and provide analysis, reporting and compliance applications.	
Core Duties			
<ul style="list-style-type: none"> • 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 • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 		<ul style="list-style-type: none"> • 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 	
		<ul style="list-style-type: none"> • 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 • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 	

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Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience • Advanced knowledge of sponsored research regulations 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience • Advanced knowledge of sponsored research regulations 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience • Advanced knowledge of sponsored research regulations
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • Working knowledge of financial principles budgeting, financial analysis 	<ul style="list-style-type: none"> • MBA or Masters' degree in relevant field • Knowledge of Microsoft Office Suite, advanced Excel skills • Working knowledge of financial principles budgeting, financial analysis 	<ul style="list-style-type: none"> • 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	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Series Matrix

Job Function: Finance		Job Family: Research Administration - Management	
Job Family Summary: Perform or manage the formal solicitation, negotiation, and financial administration of external support for university research, training, and public service projects funded by government and non-government sponsors.			
Job Title: Research Administration Mgt II PrePost		Job Title: Research Administration Mgt III PrePost	
Job Code: F1356M		Job Code: F1357M	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: January 2017		Effective/Revision Date: January 2017	
Job Summary		Job Summary	
Oversee pre post-award activities for a portfolio of sponsored research projects. Supervise staff and assist faculty and staff with portfolio management.		Oversee comprehensive pre post-award grant administration. Provide consultation and recommendations for the use of financial resources to faculty and staff.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • May act as signatory for the University, to endorse, negotiate, and/or accept grants and awards • Supervise such pre-award areas as: funding, searches, proposal submission, document tracking and reporting • Supervise such post-awards areas as: award approval and set-up, financial analysis and reporting • Assist in developing departmental financial policies and procedures • Serve as the principal source of information on research administration policies and procedures and provide guidance to faculty and staff • Act as unit representative at the School/University level • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • May act as signatory for the University, to endorse, negotiate, and/or accept grants and awards • Manage such pre-award areas as: funding, searches, proposal submission, document tracking and reporting • Oversee such post-awards areas as: award approval and set-up, financial analysis and reporting • Evaluate pre post-award research administration procedures, recommend improvements • Provide technical advice for and problem resolution for a school/unit financial community on research administration • Act as unit representative at the School/University level • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 	
		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • May act as signatory for the University and/or oversee the signatory process • Establish and monitor effective pre post -award processes and systems • Manage such pre-award areas as: proposal submission, award validation approval and set-up • Manage such post-award areas as: award approval and set-up, financial analysis and reporting • Collaborate on the development of new pre post-award procedures within school/unit that support University wide policies and initiatives • Provide problem resolution, guidance and or training for sponsored research award management, compliance, systems, and reporting • Interpret regulations and guidelines of multiple program funding with complex and broad guidelines for spending • Lead the audit of individual sponsored accounts to ensure compliance with University and sponsored regulations • Ensures department's accurate and timely financial analysis and reporting • Act as representative at the School/University level • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 	

Job Series Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience • Advanced knowledge of sponsored research regulations 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience • Advanced knowledge of sponsored research regulations 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience • Advanced knowledge of sponsored research regulations • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • Working knowledge of financial principles budgeting, financial analysis • Supervisory experience 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • Working knowledge of financial principles budgeting, financial analysis • Supervisory experience 	<ul style="list-style-type: none"> • MBA or Masters' degree in relevant field • Knowledge of Microsoft Office Suite, advanced Excel skills • Knowledge of advanced financial principles, budget management, financial analysis
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Series Matrix

Job Function: Finance	Job Family: Research Administration - Management
Job Family Summary: Perform or manage the formal solicitation, negotiation, and financial administration of external support for university research, training, and public service projects funded by government and non-government sponsors.	
Job Title: Research Administration Mgt V PrePost	Job Title: Research Administration Mgt VI PrePost
Job Code: F1359M	Job Code: F1360M
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: January 2017	Effective/Revision Date: January 2017
Job Summary	
Oversee the activities related to the authorization and transmittal of all proposals to federal, state, and private funding agencies and the analysis, reporting and compliance of all proposals to federal, state, and private funding agencies, and the acceptance of awarded funds.	Direct the strategic and operational functions for research development and compliance with university, local, state and federal rules and regulations, which may include sponsored funding proposal development. Manage effective partnerships among faculty, administration, government funding agencies, and collaborating institutions.
Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • May act as signatory for the University and/or oversee the signatory process • Serve as a key resource for post-award policies, procedures regulations, and cost reimbursements • Develop and monitor effective pre and post-award processes and systems • Manage such pre-award areas as: proposal submission, award validation, approval and set-up • Manage such post-award areas as: award approval and set-up, financial analysis and reporting • Collaborate with university-wide financial leadership to continuously improve process, policies, and procedures • Manage ongoing relationships and lead negotiation of terms and conditions of sponsored awards; approve terms for acceptance by the institution • Lead departmental financial analysis, reporting, and long range planning • Act as representative at the School/University level • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 	<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • May act as signatory for the University and/or oversee the signatory process • Provide strategy and direction with wide scope and impact, make recommendations, influence issues related to university finance and accounting policy • Direct business operation and administration functions; manage oversight of sponsored research administration and services • Proactively evaluate research administration systems; identify risks, solutions and strategies • Develop and steward senior internal and external relationships; represent the school/unit at the university level and to external constituencies to foster external support • Collaborate with university-wide finance leadership to develop research administration processes, policies and procedures • Maintain knowledge of emerging regulatory policies and provide advice and leadership on complex risk management issues related to research compliance • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations

Job Series Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience • Advanced knowledge of sponsored research regulations • Supervisory experience 	<ul style="list-style-type: none"> • Master's degree or equivalent work experience required • Minimum of 10 years' relevant work experience • Advanced knowledge of sponsored research regulations • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • MBA or Master's degree in relevant field • Knowledge of Microsoft Office Suite, advanced excel skills • Knowledge of advanced financial principles, budget management, financial analysis 	<ul style="list-style-type: none"> • MBA or Master's degree in relevant field • Knowledge of Microsoft Office Suite, advanced excel skills • Knowledge of advanced financial principles, budget management, financial analysis and financial modeling
Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Series Matrix

Job Function: Finance		Job Family: Research Administration - Management	
Job Family Summary: Perform or manage the formal solicitation, negotiation, and financial administration of external support for university research, training, and public service projects funded by government and non-government sponsors.			
Job Title: Research Administration Mgt III Post		Job Title: Research Administration Mgt IV Post	
Job Code: F1457M		Job Code: F1458M	
Grade Level: 57 Exemption: Exempt		Grade Level: 58 Exemption: Exempt	
Effective/Revision Date: January 2017		Effective/Revision Date: January 2017	
Job Summary		Job Summary	
Oversee comprehensive post-award grant administration. Provide consultation and recommendations for the use of financial resources to faculty and staff.		Oversee post-award activities for a portfolio of sponsored research projects.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • May act as signatory for the University, to endorse, negotiate, and/or accept grants and awards • Oversee such post-awards areas as: award approval and set-up, financial analysis and reporting • Evaluate post-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 • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • May act as signatory for the University and/or oversee the signatory process • Establish and monitor effective post-award processes and systems • Manage such post-award areas as: award approval and set-up, financial analysis and reporting • Collaborate on the development of new post-award procedures within school/unit that support University wide policies and initiatives • Provide problem resolution, guidance and or training for sponsored research award management, compliance, systems, and reporting • Interpret regulations and guidelines of multiple program funding with complex and broad guidelines for spending • Lead the audit of individual sponsored accounts to ensure compliance with University and sponsored regulations • Ensures department's accurate and timely financial analysis and reporting • Act as representative at the School/University level • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 	
		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • May act as signatory for the University and/or oversee the signatory process • Serve as a key resource for post-award policies, procedures regulations, and cost reimbursements • Develop and monitor effective post-award processes and systems • Manage such post-award areas as: award approval and set-up, financial analysis and reporting • Collaborate with university-wide financial leadership to continuously improve process, polices, and procedures. • Manage ongoing relationships and lead negotiation of terms and conditions of sponsored awards; approve terms for acceptance by the institution • Lead departmental financial analysis, reporting, and long range planning • Act as representative at the School/University level • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 	

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Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience • Advanced knowledge of sponsored research regulations 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience • Advanced knowledge of sponsored research regulations • Supervisory experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience • Advanced knowledge of sponsored research regulations • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • Knowledge of advanced financial principles, budgeting, financial analysis • Supervisory experience 	<ul style="list-style-type: none"> • MBA or Masters' degree in relevant field • Knowledge of Microsoft Office Suite, advanced Excel skills • Knowledge of advanced financial principles, budget management, financial analysis 	<ul style="list-style-type: none"> • MBA or Master's degree in relevant field • Knowledge of Microsoft Office Suite, advanced excel skills • Knowledge of advanced financial principles, budget management, financial analysis
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

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Job Code: F1557M		Job Code: F1558M	
Grade Level: 57 Exemption: Exempt		Grade Level: 58 Exemption: Exempt	
Effective/Revision Date: January 2017		Effective/Revision Date: January 2017	
Job Summary		Job Summary	
Oversee comprehensive pre-award grant administration. Provide consultation and recommendations for the use of financial resources to faculty and staff.		Oversee pre-award activities for a portfolio of sponsored research projects.	
		Oversee the activities related to the authorization and transmittal of all proposals to federal, state, and private funding agencies.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • May act as signatory for the University, to endorse, negotiate, and/or accept grants and awards • 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 • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • May act as signatory for the University, to endorse, negotiate, and/or accept grants and awards; oversee the signatory process • Establish and monitor effective pre-award processes and systems • Manage such pre-award areas as: proposal submission, award validation approval and set-up • Collaborate on the development of new pre-award procedures within school/unit that support University wide policies and initiatives • Provide problem resolution, guidance and or training for sponsored research award management, compliance, systems, and reporting • Interpret regulations and guidelines of multiple program funding with complex and broad guidelines for spending • Lead the audit of individual sponsored accounts to ensure compliance with University and sponsored regulations • Ensures department's accurate and timely financial analysis and reporting • Act as representative at the School/University level • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 	
		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • May act as signatory for the University and/or oversee the signatory process • Serve as a key resource for pre-award policies, procedures regulations, and sourcing approaches • Develop and monitor effective pre-award processes and systems • Manage such pre-award areas as: proposal submission, award validation, approval and set-up • Collaborate with university-wide financial leadership to continuously improve processes, policies, and procedures • Manage ongoing relationships and lead negotiation of terms and conditions of sponsored awards • Lead departmental financial analysis, reporting, and long range planning • Act as representative at the School/University level • Ensure financial compliance with University policies and procedures and applicable federal and sponsor rules and regulations 	

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Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience • Advanced knowledge of sponsored research regulations 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience • Advanced knowledge of sponsored research regulations • Supervisory experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience • Advanced knowledge of sponsored research regulations • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • Knowledge of advanced financial principles, budgeting, financial analysis • Supervisory experience 	<ul style="list-style-type: none"> • MBA or Masters' degree in relevant field • Knowledge of Microsoft Office Suite, advanced Excel skills • Knowledge of advanced financial principles, budget management, financial analysis 	<ul style="list-style-type: none"> • MBA or Masters' degree in relevant field • Knowledge of Microsoft Office Suite, advanced Excel skills • Knowledge of advanced financial principles, budget management, financial analysis
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting