

Finance Job Function

Research Administration Mgt III Pre

Grade: 57

Job Code: F1557M

Job Family: Research Administration

Job Family Matrix: [Research Administration \(Finance\) Matrix](#)

Summary

Oversee comprehensive pre-award grant administration. Provide consultation and recommendations for the use of financial resources to faculty and staff.

Core Duties

- 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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience
- Advanced knowledge of sponsored research regulations

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of advanced financial principles, budgeting, financial analysis
- Supervisory experience

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting