

## **Finance Job Function**

### **Research Administration Mgt II PrePost**

**Grade 56**

**Job Code F1356M**

**Job Family:** Research Administration

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

#### **Summary**

Oversee pre post-award activities for a portfolio of sponsored research projects. Supervise staff and assist faculty and staff with portfolio management.

#### **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
- 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

#### **Basic Qualifications**

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience
- Advanced knowledge of sponsored research regulations

#### **Additional Qualifications and Skills**

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

#### **Certificates and Licenses**

#### **Physical Requirements**

#### **Working Conditions**

- Work is performed in an office setting