

## Finance Job Function

### Research Administration Mgt VI-PrePost

Grade: 60

Job Code: F1360M

Job Family: Research Administration

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

#### Summary

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

- 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

#### Basic Qualifications

- 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

- 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

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting