

Finance Job Function

Research Administrator III Post

Grade: 57

Job Code: F1457P

Job Family: Research Administration

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

Summary

Independently facilitate complex post-award activities, serve as a subject matter expert, and provide analysis, reporting and compliance applications.

Core Duties

- 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

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 skill
- Working knowledge of financial principles, budget management, financial analysis

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting