

Finance Job Function

Research Administrator III PrePost

Grade: 57

Job Code: F1357P

Job Family: Research Administration

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

Summary

Independently prepare, negotiate and manage a full array of sponsored research awards. Provide recommendations for the use of financial resources.

Core Duties

- 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

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
- Working knowledge of basic financial principles, budgeting, financial analysis

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting