

Finance Job Function

Research Administrator IV Pre

Grade: 58

Job Code: F1558P

Job Family: Research Administration

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

Summary

Facilitate complex pre-award activities, serve as a subject matter expert, and provide analysis, reporting and compliance applications.

Core Duties

- 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
- 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
- Provide staff mentoring and training
- 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 7 years' relevant work experience
- Advanced knowledge of sponsored research regulations

Additional Qualifications and Skills

- MBA or Masters' degree in relevant field
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Working knowledge of financial principles budgeting, financial analysis

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting