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## *Sample Professional Job Description: Research Administrator 3*

The following sections demonstrate how to customize key sections of a job standard. Customized content is in **bold red type**.

- 1. Job Summary** (Purpose of the Position – please give a brief description of the overall purpose of the position. “Why does this position exist?” The Job Family Summary has been provided as a starting point.)

Involves providing analytical and financial support in proposal processing, contract and grant administration, and budget development, including pre-award proposal initiatives, management of funds post-award, and closeout activities for federal, state, local and private sponsors. Involves activities associated with forecasting, planning, and managing of research portfolios by performing some or all of the following: coordinating and identifying and developing and/or presenting proposals, contracts and other agreements; reviewing proposals to ensure institutional compliance; negotiating, administering and monitoring contract and grant awards, including compliance with regulations, terms and conditions; financial management and reporting; and sub award/subcontract issuance and administration.

- 2. Scope**

Generic Scope (Uniform across all jobs at this level - do not modify): Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; performs the full range of responsibilities within the function; broad job knowledge; works on problems of diverse scope where analysis of data requires evaluation of identifiable factors.

Custom Scope: The incumbent uses skills as a seasoned, experienced research administrator to independently processes research proposals, awards and transactions related to contract and grant management and maintains contract and grant records in compliance with institutional research sponsor policies. Work on proposals of diverse scope where analysis of data requires thorough understanding of complex regulations. Completes and approves transactions for signature by manager or other authorized institutional official. Works on complex proposals that may involve multiple investigators, **multiple departments, multiple institutions**, and/or multiple sub awards. Guides less experienced staff **or works as a team leader/supervisor when necessary. May review and guide others in the review of financial and administrative management requirements to ensure compliance with institutional and sponsor policies. May act as a technical specialist in a particular area, such as travel and entertainment. May be eligible for delegated signature authority. May review and sign transactions for less experienced staff.**



### 3. Key Responsibilities

<p>% of time</p>	<p>Key Responsibilities <i>(To be completed by Supervisor)</i></p>
5	Dept Role (DR): Organizes, plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs.
10	(DR): Prepares proposal budgets and support documents that are required by proposal guidelines. Coordinates proposal submission.
15	(DR): Provides <b>independent responsibility</b> for post-award financial administration and management for research funds in accordance with campus policy and agency requirements.
20	(DR): Monitors transactions, expenditures, identifies and resolves discrepancies, financial and inventory reports. Processes non-competing continuations, supplements and other award/agreement amendments.
5	(DR): Provides guidance and counsel regarding sponsored projects administration to Department Administrators and PIs.
5	(CR): Develops professional relationships with sponsor representatives.
35	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• <b>Balances books periodically and prepares financial statements and projections.</b></li> <li>• <b>Manages departmental state and other non-grant funds and gift funds.</b></li> <li>• <b>Carries out entry, reviewer and approver roles to process financial transactions.</b></li> <li>• <b>Applies professional concepts to perform moderate to complex analysis to understand past performance and determine present and future performance and/or resource allocations.</b></li> <li>• <b>Prepares journal entries, maintains and reconciles ledger accounts.</b></li> <li>• <b>Manages state and non-grant funds for the unit.</b></li> </ul>
5	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• <b>Assist in the development of financial and administrative procedures and work aids for the department.</b></li> <li>• <b>Provide instruction and guidance to less experienced staff.</b></li> <li>• <b>Work as part of the administrative team to provide excellent customer service to the units.</b></li> <li>• <b>Serve as work leader/supervisor as needed.</b></li> </ul>



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**4. Knowledge and Skills** (typically required of the position)

- Requires independent judgment, **initiative**, strong organization, communication skills and customer service focus across broad and diverse subject areas to **realize goals of the unit independently.**
- Maintains current knowledge of compliance regulations in all areas of research administration.
- Requires thorough understanding and ability to provide interpretation of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment.
- Ability to manage significant volume of transactions, to multi-task, prioritize and troubleshoot.
- Thoroughly knowledgeable in applicable compliance requirements related to research, financial conflict of interest, et cetera.
- Ability to translate technical/scientific concepts into a fundable proposal.
- **Experience with budget development, long-range forecasting, and accounting practices.**
- **Ability to complete multiple, competing tasks and deadlines with a high degree of accuracy.**
- **Ability to develop collaborative working relationships with diverse populations in an academic setting.**

**5. Education and Training**

*If needed, edit the pre-filled information below.*

**Education/Training:**

- Supervisory Development Laboratory
- Financial Management Certificate Program (FMCP)

**Licenses or certifications, if any:**

**6. Problem Solving**

*Please provide 2-3 examples of problem solving for this position as described below (please be brief: 1-3 sentences).*

**Common problems solved by the employee:**

- **Create departmental worksheet for domestic and international travel reimbursements and for non-payroll expenses; create Excel driven Timesheet used by department.**
- **Create departmental worksheet for keeping track of cost limits of departmental speakers.**
- **Create reports for PI's to make spending, costs and projections of their available funds clearer.**



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**Unusual or complex problems solved by the employee:**

- **Supervise an individual who repeatedly challenges instructions and suggestions**
- **Submit a multi-PI, multi-institution grant proposal but encounter difficulties when contacting PI's to get required information.**
- **Coordinate fund source changes across multiple departments.**

**Problems/situations that are referred to this employee's supervisor:**

- **Resolve problems created by personnel who refuse to acknowledge or comply with campus/agency policy and guidelines**
- **Resolve problems in overhead created by the campus incorrectly charging the fellowship fund. Work independently with EFA to attempt to resolve but refer to supervisor when this failed.**
- **Faculty made a commitment to a visiting scholar that was not possible to meet given campus/agency requirements. Work with faculty and funding agency to resolve the situation to provide promised compensation without violating campus/agency rules.**