

Senior Research Administrator *

Provides administrative leadership by incorporating a significant amount of experience in support of unit's research programs and mission. May provide sole support to a small to mid-sized unit, or support a portion of activities in a larger unit. Using extensive research administration experience within the same unit, coordinates all aspects of multiple grant &/or contract pre- & post-award activities. Assists in developing new funding opportunities & strategic plans regarding grants &/or contracts by providing guidance & counsel in regard to grant &/or contract administration which includes attending internal & external meetings, interpreting clauses, reviewing contracts, & resolving reporting &/or expense problems. Reviews associated policy & procedures & recommends changes to increase productivity & effectiveness.

Typically administers multiple research projects such as:

- * Complex multi-PI or multi-unit proposals, grants &/or contracts
- * Research portfolio for a more complex small to mid-sized unit
 - * NIH U-approximately \$500K+/yr. over multiple yrs.
 - * NIH P-approximately \$500K+/yr. over multiple yrs.
 - * NIH T-approximately \$100-\$200K+/yr. over multiple yrs.
 - * DOD and industry awards
 - * Center or program grants
 - * Proposals with cost sharing
 - * Fixed-price contracts
- * Non-funded negotiations such as NDAs, user agreements

PRE-AWARD: Manages pre-award administration of grants and &/or contracts which may include proposal submission and coordination; proposal budget and justification preparation; sponsor and university proposal form completion; may coordinate IRB and IACUC protocols; sub-recipient coordination; coordination of facilities and administrative costs, space, and co-investigator agreements. Creatively and proactively evaluates and resolves problems and makes decisions.

POST-AWARD: Coordinates post-award activities & monitors execution of all financial transactions in research portfolio; forecasts & provides information for reports on financial status of projects. Manages day-to-day financial functions; verifying that protocols are linked to CUFS chart strings; labor distribution assignments; completing expenditure reviews; reconciling monthly payroll entries; verifying & processing cost share entries; preparing & submitting invoices to sponsors; identifying program income issues; proposing resolutions to overdrafts; preparing interim & final financial reports; & facilitating account close out activities. Participates in efforts to improve research administration including serving on university committees related to research administration.

FINANCIAL: May have oversight of unit's entire sponsored project portfolio. Reviews transactions and resolve issues that requires a more complex level of financial understanding such as cost-sharing &/or effort reporting knowledge. May provide information to senior management that is used for department budgeting purposes.

HR AND COMPLIANCE: Manages & integrates all departmental staff efforts for grant &/or contract administration. Provides research administration training; develops staff & may assign & review staff work &/or provide direct supervision to research support staff. Provides research administration training; develops staff & may assign & review staff work &/or provide direct supervision to support staff. May serve as the primary resource for research administration guidance.

Ensures compliance with all appropriate NU policies & practices; local, state, federal, agency & sponsor rules, regulations & requirements regarding grant &/or contract administration & recommends changes to improve programs, policy &/or practice. Resolves compliance problems & issues working in conjunction with faculty.

MIN QUALIFICATIONS: A bachelor's degree or 2 years financial or administrative support experience.
5 years research administration experience.

MIN COMPETENCIES:

- "1. Organization, time management, detail oriented
2. Multi-tasking, communication
3. Self-starter, diplomatic, pro-active, manage stress
4. Managing people
5. Provide leadership by cooperatively anticipating, coordinating, strategizing"

* Position is posted as Res Admin 2