Research Pre Award Administrator I/II/III

Position Details

Position Information

Title of Position	Research Pre Award Administrator I/II/III
Requisition Number	BES20150049P
Department Posting Name	OPSA-COF-COB HONORS RSC
Location	Main Campus
Recruitment Type	External
Position Type	This is a Classified, benefits eligible, position.
Grant Funded?	No
Hours per week	40
If employee will be working a schedule other than Monday - Friday, 8:00am - 5:00pm, specify hours and days to be worked	Occasional extended hours may be assigned to meet Center needs
If Temporary, Ending Date	
Recruiting Rate	Commensurate with Experience
Beginning Salary Flexibility	Yes
Pay Basis	Salary
Required Education	Bachelor's Degree
Do you want to allow additional experience to substitute for required education?	Yes (1 Year Experience = 1 Year Education)
Preferred Education	Master's Degree
Field of Study	Prefer Master's Degree for Level III.
MS Office Experience Required	Word, Excel
Will this position require driving a UT or personally owned vehicle?	No
Other Computer and Software Skills Required	Personal computer and standard office equipment.
Experience and Other Skills Required	Level I: One year of grant/research administration experience. Level II: Three years of grant/research administration experience. Level III: Five years of grant/research administration experience.

	Outstanding communication and customer service skills. Strong analytical skills.
Do you want to allow additional education to substitute for required experience?	No
Other Skills Preferred	Certified Research Administrator (CRA) or Pre-Award (CPRA) certification preferred for levels II and III. Experience with Microsoft Powerpoint.
Description of Job Duties	Level I: 1. Identifies and disseminates funding opportunities. 2. Reviews and applies sponsor requirements for proposal submission. 3. Assists Principal Investigators (PIs) in proposal development, including budget preparation. 4. Reviews cost sharing and determines that all cost sharing forms are complete 5. Assists PIs in electronic routing and submission of proposals. 6. Assists PIs with IRB, IACUC, and other compliance protocols and documentation. 7. Assists PIs with progress reports and final reports. 8. Assists PIs in meeting all deadlines and all sponsor requirements. 9. Provides general assurance documentation for proposal submission. 10 Assists the Research Service Center with the submission of proposals for internal proposal competitions. 11. Performs other duties as assigned. Level II: 1. May be responsible for duties of RAA I. 2. Works on proposals of diverse scope where analysis of data requires an understanding of complex regulations. 3. Reads and evaluates proposal submission requirements in grants and contract submission documents. 4. Prepares proposals for submission to sponsoring agency through electronic means or paper (if required by agency). 5. Completes and approves transactions for RSC Director's signature or other authorized institutional official. 6. Guides less experienced staff or works as a team leader as needed. 7. May review and guide others in the review of financial and administrative proposal requirements to ensure compliance with institutional and sponsor policies. 8. May act as a technical specialist in a particular area, such as travel and entertainment. 9. Independently ensures proposal submissions and pre-award management are in accordance with campus policies and agency requirements. 10. Performs other duties as assigned Level III: 1. May be responsible for duties of RAA I and II. 2. Acts as technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues/problems without precedent and/or structure. 3. Works on proposals that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy. 4. Uses advanced contracts and grants concepts to manage a high volume of proposals and sub-awards submissions, many involving significant complexity. 5. Reviews and guides others in the review of financial and administrative management requirements of proposal submission to ensure compliance with institutional and sponsor policies. 6. Works independently to assess complex contract and grant proposal requirements, develops budgets, obtains cost sharing commitments, and organizes sub-award proposal documentation. 7. Serves as the lead in working with the Sr. Research Award Coordinator and the RSC Director to resolve pressing concerns to meet submission deadlines. 8. Works on proposals of diverse scope where analysis of data requires a thorough understanding of complex regulations. 9. Typically works highly complex proposals that may involve multiple Principle Investigators (PIs), complex task budgets with option years and/or multiple sub awards. 10. Assists PIs in managing their sponsored program portfolio. 11. Takes the lead in obtaining, under the direction of the PI, cost sharing documentation needed for proposal submission. 12. Maintains a good understanding of FAR clauses and the submission of contract proposals. 13. Performs other duties as assigned.
Posting Open Date	09/22/2015
Posting Close Date at midnight on	
Open Until Filled	Yes

Special Notes To Applicants	Note 1: Based on management's assessment of applicant qualifications, position will be filled as level I, II, or III. Note 2: For Sample of Work: Please review the funding opportunity and provide a checklist of the required items to be given to the faculty member to assist in the development of the proposal. http://www.nsf.gov/pubs/2015/nsf15555/nsf15555.htm Note 3: UTSA is a tobacco free campus. Note 4: UTSA is an Equal Employment Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply Note 5: This is a security sensitive position. Employment is contingent upon a successful background check.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * This position requires at least a Bachelor's degree AND one year of (paid, full-time equivalent) grant/research administration experience. Additional experience may substitute for required education on a one for one basis. Do you have one of the following?

   - Yes, Bachelor's degree + 1 year of required experience
   - Yes, 90 college hours + 2 years of required experience
   - Yes, 60 college hours + 3 years of required experience
   - Yes, 30 college hours + 4 years of required experience
   - Yes, High School Diploma/GED + 5 years of required experience
   - No

2. * Please list the positions where you obtained the required (full-time equivalent) experience and the length of service in each job. **These jobs MUST be listed with more detail in the "Work Experience" section of your application. Failure to do so may disqualify your application.**
   (Open Ended Question)

3. * How many years of pre-award grant research administration experience do you have?

   - None
   - 1-2 years
   - 3-4 years
   - 5-6 years
   - 7-8 years
   - 9-10 years
   - 11 or more years

4. * Rank your experience in developing and creating data analysis charts, tables, and graphs using Excel

   - Beginner
   - Intermediate
   - Advanced
   - No experience in this area

5. * Please describe your experience leading project or work teams on complex projects. Include the employer name, number of team members, and nature of projects where such experience was gained.
   (Open Ended Question)

6. * Describe any work experience where you worked closely with a high level executive, dean or faculty member. Include the special challenges that such groups present and the methods in which you have found most helpful.
   (Open Ended Question)

7. * Do you currently hold a Certified Research Administrator (CRA) or Pre-Award (CPRA) certification?

   - Yes
   - No

8. * Do you have any pre-award experience, if yes how many years and what level (central office, department, college, other)?
   (Open Ended Question)

9. * Do you have experience working with Microsoft Word and Excel?

   - Yes
   - No

10. * This position may require working occasional extended hours to accommodate the needs of the center. Are you willing and able to work the extended hours to meet the centers needs?

    - Yes
    - No

11. * How did you hear about this employment opportunity?

- Advertisement/External Publication (Please Specifiy)
- Friend/Personal Referral
- Internal Employee
- Job Board/Website (Please Specifiy)
- LinkedIn
- Facebook
- Social Media-Other (Please Specify)
- Other (Please Specify)

12. * Please Specify: (enter "NA" if not applicable)
    (Open Ended Question)
13. * Please acknowledge your understanding that if you are offered a position at UTSA, you must come to the Human Resources Office, (4th floor North Paseo Bldg) on your first day of employment with the appropriate documentation (http://www.uscis.gov/sites/default/files/files/form/i-9.pdf#9) of your identity and ability to legally work in the United States

    - Yes, I acknowledge

14. * How many years of pre award grant research administration experience do you have?

    - 1-2
    - 3-4
    - 5-6
    - 7-8
    - 9-10
    - 10 years or more
    - None

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter
3. Sample of Work (See Special Notes to Applicants)

Optional Documents