



University *of* **Idaho**

Assistant Sponsored Programs Administrator

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Position Details

Posting Number	SP002609P
Position Title	Assistant Sponsored Programs Administrator
Location	Moscow

Division/College	University Research (Div)
Department	University Research
FLSA Status	Overtime Eligible
Employee Category	Classified
Pay Range	\$19.50 per hour or higher depending on education and experience
Type of Appointment	Fiscal Year
FTE	1.0
Full Time/Part Time	Full Time
Funding	

A visa sponsorship is available for the position listed in this vacancy.

Uncertain

Internal Posting?

Position Summary

Within the Office of Sponsored Programs (OSP), and under the supervision of the Assistant Director for Sponsored Programs Operations, the Assistant Sponsored Programs Administrator (ASPA) is a training-level position under the University of Idaho's proposal submission and grants and contracts management units (Pre and Post award units). This position supports University faculty and staff to create proposals to external agencies and to manage funding received for projects in research, instruction, and public service/other. The Office of Sponsored Programs is responsible for ensuring the responsible stewardship of research funding, and overseeing the submission of proposals by reviewing those proposals to ensure compliance with federal, State, University and sponsor regulations and guidelines.

Responsibilities

Job Duty Function

Assist in the Pre-Award unit by:

**Job
Duties/Responsibilities**

- Under the guidance of and in coordination with the Sponsored Programs Administrators (SPAs):
 - o Assisting principal investigators (PIs) with the completion of proposal materials required by the proposal guidelines for routing through the University's internal proposal system.
 - o Advising proposal preparers on items such as personnel costs, facilities and administrative costs and subcontracts to assist in the development proposal budgets (including cost share and program income if appropriate).
 - o Identifying and notifying PIs and administrators of changes or corrections needed on proposal documents. Ensuring changes/corrections are completed prior to forwarding the proposal for final approval.
 - o Performing an independent review of proposal components to ensure compliance with proposal guidelines and relevant policies.
 - o Notifying and coordinating with other areas

of OSP and ORED for assistance when terms and conditions of may be problematic for the University due to current laws, policies or procedures.

- o Coordinating with collaborating institutions to secure required documentation for participation as a subrecipient.

- o Communicating regularly with faculty, departments, colleges and units as needed with regards to a proposal's status.

- o Instructing faculty/staff in utilization of internal and external (sponsor) electronic submission systems.

- o Ensuring all approvals, signatures and documentation are in place prior to electronic submissions.

- o Assisting in the review, entry and integrity of data entry

Job Duty Function

Provide support for the Post Award unit by:

**Job
Duties/Responsibilities**

- Assisting with logging of agreements, amendments, and prior approvals.
- Updating proposal and project records as needed.
- Processing prior approvals, amendments, and agreements when requested.
- Assisting with data entry to the various Post Award systems.
- Maintaining a front-desk presence to greet and assist visitors to the office,
- Assisting with records management.
- Performing follow-up with faculty, staff, sponsors and partners when needed.
- Prioritizing workload and implementing efficient techniques to meet deadlines in a fast-paced competing deadline environment.
- Drafting, reviewing, editing, and submitting formal requests for sponsor prior approvals, and responding accordingly to sponsor requests.
- Analyzing, assessing, and processing

specific types of modifications to existing agreements to ensure terms are acceptable under the above cited areas of relevance.

Job Duty Function

Enter data from sponsored project agreements into OSP systems by:

**Job
Duties/Responsibilities**

- Utilizing the data translated by the GCAs and inputting into the necessary university systems, including the electronic research administration system(s) (ERA), and Banner system.
- Working with the GCA or PAM to collect any missing information for accurate recording of sponsor requirements in conjunction with the budget establishment. This includes sending requests for Catalog of Federal Domestic Assistance (CFDA) numbers.
- Entering the GCA translated budget data from the sponsor format into the required university categories for entry to Banner expense categories.

Job Duty Function

Assist in the development of Post Award policies and procedures by:

**Job
Duties/Responsibilities**

- Regularly contributing to the evaluation of Post Award procedures for best practices and proposing changes to policies, procedures, and internal development associated with the Post Award Unit.
- In coordination with the Post Award Manager, developing, maintaining, and regularly updating a set of standardized procedures for Post Award processes and procedures.
- Researching, analyzing, and translating sponsor policy changes into Post Award procedure documents, and communicating information among team members, both internal and external.

Job Duty Function

Contribute to the team effort by:

**Job
Duties/Responsibilities**

- Acting as backup for answering the main telephone line and acting as the conduit for information in and out of OSP
- Participating in staff meetings for improving efficiency and effectiveness of OSP.
- Participating in the development, documentation, and implementation of short and long-term goals.
- Facilitating appropriate communications within the OSP, other University employees and outside agencies by communicating in a respectful and professional manner.
- Creating and maintaining the highest standards of integrity and professionalism for the university.
- Attending classes and trainings, as offered and relevant, to improve technical and professional development and to meet position developmental milestones.
- Assisting in the review of training materials in conjunction with other units of OSP and ORED as a whole.

- Participating in the training sessions, as a team member, to present to content to relevant audiences.
- Suggesting topics of interest, relevance, and areas of change, to include in upcoming trainings.
- Participate in professional development opportunities.

Job Duty Function

Provide support by:

**Job
Duties/Responsibilities**

- Completing other duties as assigned.

Required Qualifications

Education/Experience:

- Two years of research administration or sponsored programs administration. An associates degree in a related field may be substituted for work experience.
- Experience serving as a liaison between internal and external entities and individuals in the coordination of activities and resolution of issues.
- Experience maintaining working relationships with supervisors, coworkers, and the public.
- Experience with analyzing information from a variety of sources, identifying problems, defining alternatives, and developing recommendations.
- Experience using standard word processing, spreadsheet and email software.
- Establish and maintain effective working relationships with supervisors, co-workers and the public.

Preferred Qualifications

- Bachelor's degree in a related field (accounting, research administration, business administration, etc.)
- Experience in applying University of Idaho policies and guidelines governing sponsored projects and familiarity with federal and state regulatory and compliance issues affecting universities.
- Experience with contracting, subcontracting, and grant policies and procedures, including the Code of Federal Regulations 2 CFR 200.
- Experience with sponsored programs proposal preparation, including assisting in the development of proposal applications and budgets.
- Experience and familiarity with the programs and processes of granting agencies, including federal and State agencies, and corporate and private sponsors.
- Experience working with the Banner finance and accounting system.
- Ability to work independently and with

limited supervision.

- Experience with setting priorities and working comfortably in a fast-paced, deadline-driven environment.
- Experience managing multiple projects under tight deadlines, and to multitask and to complete tasks with multiple interruptions and distractions.

**Physical
Requirements &
Working Conditions**

- May travel occasionally to conference and training opportunities.

Degree Requirement

Listed degree qualification is required at time of hire.

Posting Date

10/07/2020

Closing Date

Open Until Filled

Yes

Special Instructions to Applicants

Applicant review will begin on October 21, 2020.

Background Check Statement

Applicants who are selected as final possible candidates must be able to pass a criminal background check.

EEO Statement

The University of Idaho (U of I) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, U of I does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information or status as any protected veteran or military status in its programs or activities, including employment, admissions and educational programs.

Applicant Documents Required Documents

1. Resume/CV
2. Letter of Qualification

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - Academic Keys
 - Association of Public and Land Grant Universities (APLU)
 - Chronicle of Higher Education
 - Craig's List
 - Department of Labor/Job Service including Job Central or Idaho Works
 - Facebook
 - Higheredjobs.com

- Higher Education Recruitment Consortium (HERC)
- Indeed.com
- LinkedIn
- National Association of State Universities and Land-Grant Colleges (website)
- Newspaper
- Professional Listservs (Ex: NACUBO, AAAE, ISMC, ect.)
- UI Employee
- UI Register
- University of Idaho Website
- Veterans in Higher Ed
- Word of Mouth
- Other Advertising Venue

University of Idaho Human Resources

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