



## Research Administrator II

---

PX?C=APPLY&LJOBID=515231&LJOBSOURCETYPEID=796&SLANGUAGE=EN-US)

---

JOB NO:  
**515231**

WORK TYPE:  
**Staff Full-Time**

LOCATION:  
**Main Campus (Gainesville, FL)**

CATEGORIES:  
**Research/Scientific/Grants**

DEPARTMENT:  
**16360100 - LS-PHYSICS-GENERAL**

---

CLASSIFICATION TITLE: **Research Administrator II**

---

JOB DESCRIPTION:

The Department of Physics is seeking a Research Administrator II. This position provides professional oversight, guidance, and coordination to sponsored program administrative and fiscal operations in the Department of Physics within the Institute of High Energy Physics and Astrophysics (IHEPA) and High Energy Theory groups (approximately 15 faculty). This position generally works independently, seeking guidance from the Research Administration (RA) Manager, faculty and Department Chair, as needed. This highly responsible position interprets policy and procedure, oversees sponsored programs' spending, and manages all pre- and post-award functions. This position also functions as part of a larger team and directly contributes to a culture of transparency, continuous improvement, and teamwork. Duties and responsibilities include, but are not limited to:

### Pre-Award Responsibilities:

Read and interpret proposal guidelines/solicitation for federal, state, and private funding agencies. Review all components of proposal submission, with particular focus on the budget and budget narrative. Inspect the proposal guidelines for indirect cost (IDC) limitations and cost share requirements. Confirm the appropriate project type and apply corresponding IDC rate. Ensure that no unnecessary commitment of University resources is included in the budget or budget justification areas of the proposal.

Recommend revisions to proposal components in accordance with sponsor, institutional, state, and federal guidelines.

Create proposal record within the University of Florida Integrated Research Support Tool (UFIRST) proposal module and route in accordance with institutional policy. Ensure all internal deadlines are met throughout the proposal review and approval process, as well as timely submission to the sponsor.

Coordinate submissions with relevant internal and external stakeholders including: principal investigators (PIs) and other key personnel, other research administrators, department chairs/directors, sponsored research offices, and/or program managers.

Advise PIs on correct formatting of proposal documents such as the scope of work, budget justification, biographical sketches, current & pending, etc., in accordance with proposal guidelines.

### Post-Award Transactions:

Monitor and manage all award actions throughout the award cycle. Ensure proper documentation and routing via appropriate UFIRST module(s), as per institutional policy. Collaborate with various offices to ensure timely completion of steps. This may include DSP, Division of Research Compliance & Global Support (DRC), Contracts & Grants (C&G), and Cost Analysis.

Examine new/modification award documents for changes from proposed funding levels. Collaborate with PI to adjust budget according to awarded levels and obtain relevant approvals, as per departmental and college procedures.

Determine the need for advance/temporary release of funds when official actions are delayed. Anticipate and confirm the need for no-cost extensions and advise the PI of the process.

#### Post-Award Management:

Prepare and maintain reconciliations for all active sponsored programs and cash-based projects in portfolio (approximately 22 and 17, respectively). Review expenditures for appropriateness according to state, federal, sponsor, and institutional guidelines.

Review budgeted personnel on sponsored programs to ensure that funds are available and spent appropriately via PeopleSoft commitment accounting. Serve as effort coordinator for all faculty and research-funded employees in assigned research area (approximately 50 employees).

Determine budgeted items which violate cost accounting standards (CAS) and guide the PI through the exemption request process via UFIRST.

Review proposal and award for institutional commitments; track and compile appropriate documentation for these commitments.

Monitor the rate of expenditures to ensure that active grants are efficiently spent over each budget period, alerting the PI to high or low burn rates. Regularly communicate with PIs to review and approve reconciliation reports and discuss discrepancies. Prepare projections and other financial reports at the request of the PI, RA manager, or department chair.

Coordinate with PI and C&G to ensure timely submission of invoices, financial reports, progress reports, and final reports to sponsors.

#### Training and Development:

Attend/participate in relevant training and networking events as it relates to fiscal responsibility and research administration. Research policy guidelines from various institutions, agencies, and uniform guidance and apply findings to the management of sponsored programs. Communicate newly discovered information with peers and RA manager.

Continually assess departmental processes, communicate inefficiencies, and recommend solutions to identified problems.

Process correcting PeopleSoft entries for errors discovered during the reconciliation process. Provide occasional fiscal transaction backup to Sr. Fiscal Assistant.

Determine assignments and funding sources for graduate students each semester, in collaboration with PI and students.

Coordinate room assignments with building manager for graduate students and visiting scholars. Provide information to building manager regarding equipment on sponsored programs, tracked via Asset Management.

Act as the administrative contact for the activities of IHEPA.

Other duties as assigned.

---

**EXPECTED  
SALARY:**

The salary range is \$45,000 - \$51,000 annually, commensurate with qualifications and experience.

---

**MINIMUM  
REQUIREMENTS:**

Bachelor's degree and two years of experience in grant and contract administration; or an equivalent combination of education and experience.

---

---

**PREFERRED  
QUALIFICATIONS:**

Experience with myUFL, myInvestiGator, Microsoft Office programs (particularly Excel), and UFIRST

- Experience with federal sponsors and their systems, specifically Department of Energy (PAMS) and National Science Foundation (NSF)
- Strong familiarity with University of Florida fiscal requirements
- General curiosity and willingness to question
- Strong customer service skills, especially when faced with an unfamiliar question or problem
- Excellent reading comprehension and written communication skills
- Ability to find the root cause of a problem and willingness to offer solutions
- Interest in research administration as a long-term career path

Demonstrated commitment to:

- Transparency through open and honest communication
- Continuous improvement by communicating struggles and streamlining processes
- Teamwork by supporting the knowledge and ideas of others

---

**SPECIAL  
INSTRUCTIONS  
TO APPLICANTS:**

In order to be considered, you must upload your cover letter, resume, and the names and contact information for three professional references.

Application must be submitted by 11:55 p.m. (ET) of the posting end date.

---

**HEALTH  
ASSESSMENT  
REQUIRED:**

No

ADVERTISED:

**21 Dec 2020** → Eastern Standard Time

APPLICATIONS CLOSE:

**04 Jan 2021** → Eastern Standard Time

[← BACK TO SEARCH RESULTS \(/EN-US/SEARCH/?SEARCH-KEYWORD=RESECH+ADMINISTRATOR+II&PAGE=2&PA](#)

[PX?C=APPLY&LJOBID=515231&LJOBSOURCETYPEID=796&SLANGUAGE=EN-US\)](#)

[REFER A FRIEND \(HTTPS://SECURE.DC4.PAGEUPPEOPLE.COM/APPLY/674/GATEWAY/DEFAULT.ASPX?C=EMPLOYE](https://secure.dc4.pageuppeople.com/apply/674/gateway/default.aspx?c=employe)

Share this:

More (<http://www.addthis.com/bookmark.php?v=250&username=pageup/>)

Powered by PageUp (<https://www.pageuppeople.com/powered-by-pageup/>)

## 🔍 JOB SEARCH

resech administrator II

*e.g. "Administrator, Gainesville"*

## 🔽 REFINE SEARCH

### WORK TYPE

Staff Full-Time

78

Staff Part-Time

2

<input type="checkbox"/> Student Ast	0
<input type="checkbox"/> Temp Full-Time	1
<input type="checkbox"/> Temp Part-Time	1

## CATEGORIES

<input type="checkbox"/> Academic Advising/Support	4
<input type="checkbox"/> Administrative/Professional	10
<input type="checkbox"/> Advancement	0
<input type="checkbox"/> Agriculture/Life Science/Vet Medicine	23
<input type="checkbox"/> Architecture/Construction/Planning	2
<input type="checkbox"/> Arts/Museum	0
<input type="checkbox"/> Business/Accounting/Finance	5
<input type="checkbox"/> Communications/Public Relations/Marketing	2
<input type="checkbox"/> Education/Instructional	2
<input type="checkbox"/> Engineering/Computer Science	1
<input type="checkbox"/> Executive/Director/Management	2
<input type="checkbox"/> Facilities/Skilled Trades	8
<input type="checkbox"/> Health Profession	9
<input type="checkbox"/> Human Resources	3
<input type="checkbox"/> Information Systems/Technology	3
<input type="checkbox"/> Law/Enforcement/Compliance	0
<input type="checkbox"/> Library/Physical/Social Science	1
<input type="checkbox"/> Office/Clerical	5
<input type="checkbox"/> Other	5

<input type="checkbox"/> Recreation/Event	1
<input type="checkbox"/> Research/Scientific/Grants	27
<input type="checkbox"/> Student Affairs/Services	4
<input type="checkbox"/> Veteran's Preference Eligible	22

---

## LOCATIONS

<input type="checkbox"/> Alachua	2
<input type="checkbox"/> Charlotte	0
<input type="checkbox"/> Collier	1
<input type="checkbox"/> Dade	1
<input type="checkbox"/> Duval	4
<input type="checkbox"/> Escambia	0
<input type="checkbox"/> Gadsden	0
<input type="checkbox"/> Highlands	0
<input type="checkbox"/> Hillsborough	0
<input type="checkbox"/> Jacksonville Campus	3
<input type="checkbox"/> Lake	0
<input type="checkbox"/> Lee	0
<input type="checkbox"/> Madison	0
<input type="checkbox"/> Main Campus (Gainesville, FL)	64
<input type="checkbox"/> Marion	3
<input type="checkbox"/> Okaloosa	0
<input type="checkbox"/> Orange	1
<input type="checkbox"/> Palm Beach	0



Polk

2

Suwannee

0

Volusia

1

North America / Canada

Remote/Flexible

0

## **i RESOURCES**

- [Frequently Asked Questions \(https://jobs.ufl.edu/resources.html#faqs\)](https://jobs.ufl.edu/resources.html#faqs)
- [Veteran Preference \(https://jobs.ufl.edu/resources.html#veterans\)](https://jobs.ufl.edu/resources.html#veterans)
- [Applicant Tutorial \(http://training.hr.ufl.edu/resources/careers\\_at\\_ufl/video/tutorial.html\)](http://training.hr.ufl.edu/resources/careers_at_ufl/video/tutorial.html)
- [UF Hiring Policies \(http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/advertising-the-job/uf-hiring-policies/\)](http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/advertising-the-job/uf-hiring-policies/)
- [Disclosure of Campus Security Policy and Campus Crime Statistics \(https://police.ufl.edu/clery/\)](https://police.ufl.edu/clery/)
- [Institute of Food and Agricultural Sciences Faculty Positions \(http://personnel.ifas.ufl.edu/jobs.shtml\)](http://personnel.ifas.ufl.edu/jobs.shtml)
- [Labor Condition Application \(ETA Form 9035\): Notice of Filings \(https://calendar.hr.ufl.edu/events/category/talent-acquisition-and-onboarding/labor-condition-applications/\)](https://calendar.hr.ufl.edu/events/category/talent-acquisition-and-onboarding/labor-condition-applications/)
- [Application for Permanent Employment Certification \(ETA Form 9089\): Notice of Job Availability \(https://calendar.hr.ufl.edu/events/category/talent-acquisition-and-onboarding/application-for-permanent-employment-certification/\)](https://calendar.hr.ufl.edu/events/category/talent-acquisition-and-onboarding/application-for-permanent-employment-certification/)
- [Search Committee Public Meeting Notices \(https://calendar.hr.ufl.edu/events/category/talent-acquisition-and-onboarding/search-committee-meeting/\)](https://calendar.hr.ufl.edu/events/category/talent-acquisition-and-onboarding/search-committee-meeting/)
- [Accessibility at UF \(https://hr.ufl.edu/manager-resources/recruitment-staffing/institutional-equity-diversity/ada-and-accessibility-services-for-uf-employees-and-job-applicants/\)](https://hr.ufl.edu/manager-resources/recruitment-staffing/institutional-equity-diversity/ada-and-accessibility-services-for-uf-employees-and-job-applicants/)



### **EQUAL OPPORTUNITY EMPLOYER (HTTP://HR.UFL.EDU/MANAGER-RESOURCES/RECRUITMENT-STAFFING/INSTITUTIONAL-EQUITY-DIVERSITY/)**

The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.

# Send Me Jobs Like These (/En-Us/Listing/)

We will email you new jobs that match this search.

address@example.com



I'm not a robot

reCAPTCHA  
Privacy - Terms

**SUBSCRIBE**

(<http://ufl.edu>)

 (<http://www.facebook.com/uflorida/>)  (<http://twitter.com/uf/>)  (<http://www.youtube.com/user/universityofflorida/>)

© 2014 University of Florida (<http://www.ufl.edu>), Gainesville, FL 32611

This page uses Google Analytics (<http://www.google.com/analytics/>) (Google Privacy Policy ([http://www.google.com/intl/en\\_ALL/privacypolicy.html](http://www.google.com/intl/en_ALL/privacypolicy.html))).

UF Privacy Policy (<http://privacy.ufl.edu/privacystatement.html>).

Site Updated: 12/23/2020 07:34:24

myUFL (<https://my.ufl.edu/ps/signon.html>)

Campus Map (<http://campusmap.ufl.edu/>)

Calendar (<http://calendar.ufl.edu/>)

Directory (<https://phonebook.ufl.edu/>)

Web Site Listing (<http://www.ufl.edu/websites/>)

Ask UF (<http://www.questions.ufl.edu/>)

Text-only Version (<http://assistive.usablenet.com/tt/explore.jobs.ufl.edu/cw/en-us/listing/>)

Disability Services (<http://www.ufl.edu/disability/>)

Regulations (<http://regulations.ufl.edu/>)