



Director of the Office of Sponsored Research Administration

Job Description

Job Title

Director of the Office of Sponsored Research Administration

Agency

Texas A&M University - Corpus Christi

Department

Research and Innovation

Proposed Minimum Salary

Commensurate

Job Location

Corpus Christi, Texas

Job Type

Staff

Job Description

Description:

The Director of the Office of Sponsored Research Administration (OSRA) position within the Division of Research and Innovation at Texas A&M University – Corpus Christi serves as the main contact for research administration. The Director manages a team of approximately 7 direct and indirect reports, provides oversight for proposal submission and oversees both pre-award and post-award research administration. The Director is responsible for the training and development of the central research administration team and provides direct training and opportunities for continuing education in the field of research administration to their staff and the campus community. The Director interacts and collaborates with campus leadership, faculty, staff, and departmental research administrators to assess and improve research administration resources and to ensure compliance and adequate research administration coverage and effectiveness. Additionally, the Director serves as a direct resource for faculty and staff in any research administration matter. Utilizing extensive research administration knowledge, the Director supports the development of sponsored proposals, supports the management of post-award needs and supports the campus community in navigating new research administration policies, procedures, tools and systems.

Responsibilities:

Training & Mentorship:

- Designs and develops reference materials for research administration team and customers.
- Develops and coordinates standardized research administration training programs, including one-on-one mentoring with new research administration staff.
- Supports opportunities for professional development and promotion/advancement of team members based on demonstration of competency.
- Acts as liaison between senior leadership and team regarding professional development; provides regular updates to and collects feedback.



Pre-Award – Proposal Development and Submission:

- Coordinates as appropriate with Sponsored Research Services and The Texas A&M University System.
- Facilitates and oversees the application process via proposal review, approval, and submission.
- Furnishes advice, guidance and oversight to pre-award team and departmental research administrators.
- Actively monitors resource assignments and makes adjustments as necessary.
- Develops and implements strategies for communicating and monitoring compliance with University, and other research administration policies and procedures for proposal development and submission.
- Provides regular proposal metrics to leadership and prepares scheduled and special reports and analyses as necessary.
- Reviews, approves and signs extramural proposal applications on behalf of the University.

Post-Award – Award management:

- Supports the proactive management of the award lifecycle and makes adjustments as necessary to accommodate workloads for post-award team.
- Actively monitors resource assignments and makes adjustments as necessary.
- Provides regular award metrics to leadership and prepares scheduled and special reports and analyses as necessary.
- Ensures understanding of the fiscal performance of research projects and identifies areas of concern that need resolution; Supports post-award staff in advising principal investigator on budget adjustments and other revisions necessary to meet sponsor requirements.
- Oversees the management of budget, reporting and compliance timelines through the award lifecycle; communicates as appropriate to research and department personnel.
- Ensures post-award staff effectively and efficiently manage awards throughout the award lifecycle from project set up to close out.
- Oversees issuance of sub-agreements and their compliance with applicable policies and procedures.

Leadership in Research Administration:

- Remains current on developments in policies and processes relating to research administration; provides proactive outreach and communication to faculty, staff and administrators on new policies and procedures and updated sponsor guidelines.
- Acts as a resource for any compliance questions and issues using existing knowledge, experience and available resources (e.g., sponsor regulations, University policies) for supporting and/or providing guidance within the campus research community.



- Reviews and defends classification of expenditures and awards based on the indicators for Reporting Restricted Research Expenditures.
- Serves as the primary point of contact and liaison for sponsored project audits.
- Maintains financial records per the institutional document retention guidelines.
- Provides oversight for the negotiation and review of agreements, including monetary research agreements and subawards and non-monetary agreements such as memoranda of understanding and data use and confidentiality agreements including ensuring appropriate review of intellectual property rights.
- Develops a strategic vision and a continuous improvement plan for the Office of Sponsored Research Administration.
- Communicates effectively and collaboratively within the OSRA team, the Division of Research & Innovation and with University leadership and internal and external stakeholders.
- Manages special projects and initiatives as identified by Division and University leadership.

Qualifications:

- Master's Degree
- Ten (10) years of related experience in research administration. Experience with managing a team of research administrators, policy implementation and risk monitoring.
- Additional education/experience may substitute for minimum qualifications requirement:
Bachelor's degree and twelve (12) years of related experience in research administration. Experience with managing a team of research administrators, policy implementation and risk monitoring.
Doctoral degree and eight (8) years of related experience in research administration. Experience with managing a team of research administrators, policy implementation and risk monitoring.
- Strong background in pre-award and post-award research administration.
- Experience in managing federal compliance requirements for sponsored agreements and ability to interpret and apply University and sponsor policies and procedures.
- Proficiency with proposal review and electronic proposal submissions.
- Ability to analyze complex situations, identify workable solutions, and make appropriate determinations based on regulations and relevant policies.
- Effective written and verbal communication skills and excellent interpersonal skills.
- Commitment to maintaining a productive and supportive research environment while providing mentoring and assistance to staff.
- Ability to deliver presentations to faculty and staff on relevant research administration topics.
- Experience in institutional processes and policy and procedure development.
- Thorough knowledge of information systems supporting research administration.
- Ability to manage multiple priorities in a fast paced, deadline-driven setting.
- Demonstrated success in providing high-level pre- and post-award research administration



support in a university environment.

- Good leadership, judgement and decision-making skills.

Preferred Qualifications:

- Certificate of Research Administration (CRA)
- Degree in Business or related field

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.

Internal: Director of the Office of Sponsored Research Administration

Job Details

Job Requisition ID	R-045649
Location	Corpus Christi TAMUCC
Posting Date	01/13/2022 - 13 days ago
Job Family	Research Administration / Sponsored Programs
Time Type	Full time
Job Type	Staff
Supervisory Organization	15130007 Research and Innovation (Ahmed Mahdy (Inherited))