



## Sponsored Programs Administrator I

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### Posting Details

#### Posting Information

<b>Posting Number</b>	SAECC2953
<b>Advertised Title</b>	Sponsored Programs Administrator I
<b>Campus Location</b>	Main Campus (Memphis, TN)
<b>Position Number</b>	022058
<b>Category</b>	Staff (Hourly/Monthly)

<b>Department</b>	Research & Innovation
<b>Minimum Position Qualifications</b>	Bachelor's Degree and a minimum three (3) years of substantial and relevant experience in a higher education and/or corporate/business setting. An equivalent combination of education, training and experience may be substituted for the degree requirement.  *This is a re-advertisement
<b>Special Conditions</b>	The department is especially interested in candidates with a JD and CRA. Also, experience with contract management and review, knowledge of Cayuse or similar grants management system(s) (InfoEd, Koali/Coeus, etc.) and experience working in Higher Education sponsored programs.
<b>Work Schedule</b>	Monday – Friday 8:00 a.m. – 4:30 p.m. May need to work/travel beyond normal work schedule.
<b>Posting Date</b>	08/16/2022
<b>Closing Date</b>	08/30/2022
<b>Open Until Screening Begins</b>	No
<b>Hiring Range</b>	\$50,000 - \$58,000 per year
<b>Full-Time/Part-Time</b>	Full-Time: Benefits Eligible
<b>Working Conditions</b>	While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.
<b>Additional Working Conditions</b>	
<b>Special Instructions to Applicants</b>	
<b>Is this posting for UofM employees only?</b>	No
<b>Positions Supervised</b>	May supervise staff based on role and responsibility.

**Knowledge, Skills, and Abilities**

Excellent written and verbal communication skills; demonstrated ability to complete projects in a timely manner, plan for unplanned assignments, and adapt to changing priorities; effective analytical and creative problem solving skills; and the ability to manage a high volume of work in a fast-paced, deadline driven work environment.

**Additional Position Information****Job Duties****Duties & Responsibilities****Pre-Award**

Assists PIs with preparing required application materials for external funding proposals, including assistance with PI's develop budgets, conducting pre-submission budget review and compliance checks, and communicating with unit leadership to confirm appropriateness and level of cost share commitments and/or requested F&A waivers. Ensures applications for external funding are in compliance with all applicable regulations and sponsor requirements. Communicate with sponsors to resolve contractual issues and work with investigators to ensure contract compliance with federal and institutional policies. Initiate, draft and review Non-Disclosure Agreements (NDA) and other non-monetary agreements such as Data Use Agreements (DUA) and Material Transfer Agreements (MTA). Review agreements, including sponsored research agreements, service contracts, and sponsored MOUs.

**Duties & Responsibilities****Subawards (subgrants and subcontracts)**

Prepares and processes all incoming and outgoing subgrants and subcontracts  
Reviews existing subawards for ongoing sponsored-projects, and proactively issue new subawards for upcoming years to avoid delays in project work.  
Screens new, incoming subawards, and draft outgoing subawards for review and execution. Collaborate with units on the final processing of fully executed outgoing subawards.  
Reviews daily award reports and maintain accurate and complete files and records for workload portfolio of projects involve outside collaborators/subawards.

**Duties & Responsibilities****Post Award**

Assist with grant transfers and relinquishments; and other post-award actions requiring prior approval from sponsor, such as re-budgets, no-cost extensions, and carryforward requests.

**Duties & Responsibilities****MOU/MIAA**

Prepares and processes the University's dual-service agreements, MIAA/MOU Internship agreements. Administers the MIAA/MOU online system.

Prepares and processes departmental student internship agreements with local industry partners. Utilizes the Cayuse SP online system for the storing and administration of subawards.

## **Duties & Responsibilities**

Other duties assigned as necessary.

## **Supplemental Questions**

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Required fields are indicated with an asterisk (\*).

## **Applicant Documents**

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### **Required Documents**

1. Resume
2. Cover Letter
3. References List

### **Optional Documents**

**University of Memphis — Human Resources**

**165 Administration Building, Memphis, TN 38152**

**901.678.3573 [hrservicecenter@memphis.edu](mailto:hrservicecenter@memphis.edu) (<mailto:hrservicecenter@memphis.edu>)**

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