



# Sponsored Projects Officer, Sr

Albuquerque, NM, United States | req22115

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## Sponsored Projects Officer, Sr

**REQUISITION ID** req22115

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**WORKING TITLE** Sponsored Projects Officer, Sr

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**POSITION GRADE** 14

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**POSITION SUMMARY**

As part of our continued growth, the University of New Mexico's Office of Sponsored Projects (OSP) is looking for a motivated, detail-oriented self-starter for the role of Senior Sponsored Projects Officer (SSPO) to join our team of professionals.

OSP is a core office that provides administration, management, and oversight of the world class extramural sponsored research programs being conducted at our R1 Carnegie- designated

University. We provide an exciting, multifaceted, and fast paced work environment that emphasizes customer service, professionalism and growth. This position provides a critical core function with university-wide scope and will be responsible for various internal controls needed to maintain the integrity of UNM's financial system and is responsible for identifying and coordinating research compliance. The SSPO will report to the Associate Director in the Office of Sponsored Projects.

The Senior Sponsored Projects Officer will supervise the workload and responsibilities of the OSP staff, ensuring adherence to internal processes, and compliance with University, State, Federal, and private organizations policies. The supervisor will provide direction, leadership, advice and consultation to the OSP staff, UNM Principal Investigators and their associated administrators and accountants. This SSPO and their team are the primary liaisons with the various governmental and non-governmental agencies who sponsor the projects; therefore, it is imperative that the incumbent has a deep level of competency in strategic and effective communication.

As a core office of the University, our department's work environment is fast paced. We are looking for an enthusiastic individual who has a proven record of leading multiple projects to the finish line while maintaining staff engagement, providing staff development, ensuring quality outputs, and motivating their team on day-to-day operations, while still promoting a work/life

balance. The selected candidate, must possess, broad research administration knowledge of sponsored projects; solid computer and technical skills, including experience working with integrated financial systems, such as Banner and Enterprise Research Administration systems (such as Cayuse or Streamlyne); and experience with various Federal award compliance policies, especially those within Office of Management & Budget Uniform Guidance or Federal Acquisition Regulations.

As a Senior Sponsored Projects Officer on our team, you will:

- Coach, mentor and lead direct reports on Sponsored Project actions. This includes assigning actions, developing performance standards and assessing performance of staff with special consideration of quality and turnaround time for actions.
- Continuously improve and develop processes and provide up-to-date training with the intention of creating value-added efficiencies.
- Stay current on applicable sponsored project regulations and share the knowledge to develop and empower staff members.
- Manage reasonable expectations of turnaround times in consideration of resources and complexities of various actions.
- Quality control to ensure accurate actions, data collection, and reporting.

**See the Position Description for additional information.**

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## **CONDITIONS OF EMPLOYMENT**

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## **MINIMUM QUALIFICATIONS**

Bachelor's degree; at least 5 years of experience directly related to the duties and responsibilities specified.

Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

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**Experience:**

- Demonstrated track record of staff leadership and training;
- Pre- and/or Post-Award processing of Sponsored Projects;
- Ability to develop processes and training of the subject matter.
- Research administration background related to project management, proposal and award review, approval and administration.
- Establishing effective working relationships with staff members, Principal Investigators, other leaders in the organization, and sponsors.
- Demonstrated track record of using communication strategically to achieve outcomes.
- Working with Banner, Cayuse and MyReports.

**Degrees and or Certificates:**

**PREFERRED  
QUALIFICATIONS**

- Master of Business Administration (MBA)
- Certified Research Administrator (CRA)

**Skills and Abilities:**

- Strategic and effective communication.
- Provide professional development to target training to various needs of learners.
- Strong ability to identify problems, use sound judgement, define the parameters and execute solutions.
- Ability to work autonomously with a significant degree of organization and interpersonal skills to meet the needs of a wide range of constituents.

**ADDITIONAL  
REQUIREMENTS**

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Must be US Citizen due to possible Export Control handling.

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<b>CAMPUS</b>	Main - Albuquerque, NM
<b>DEPARTMENT</b>	Sponsored Projects - Main - Branch (798H2)
<b>EMPLOYMENT TYPE</b>	Staff
<b>STAFF TYPE</b>	Regular - Full-Time
<b>TERM END DATE</b>	
<b>STATUS</b>	Exempt
<b>PAY</b>	\$4,293.47 - \$6,030.27 (Monthly)
<b>BENEFITS ELIGIBLE</b>	<p>This is a benefits eligible position. The University of New Mexico provides a comprehensive package of benefits including medical, dental, vision, and life insurance. In addition, UNM offers educational benefits through the tuition remission and dependent education programs. See the <b>Benefits</b> home page for a more information.</p> <p>Temporary and on-call employees working an appointment percentage of 26 (.26 FTE) or greater, per quarter, will be eligible to earn retirement service credits and thus are required to make New Mexico Educational Retirement Board (NMERB) contributions. More information pertaining to your FTE and NMERB contributions can be reviewed on the <b>NMERB Guidelines Clarified</b> webpage.</p>
<b>ERB STATEMENT</b>	
<b>BACKGROUND CHECK REQUIRED</b>	No
<b>FOR BEST CONSIDERATION DATE</b>	10/28/2022
<b>APPLICATION INSTRUCTIONS</b>	Please attach: Applicants must provide names and contact information for at least 3

supervisory references, on the resume, or in a separate file. Be sure to indicate whether it is okay to contact your current supervisor. Please note: This position requires a Bachelors Degree and 5 years of directly related experience. The latter means work experience at or above the same level of responsibility, as well as duties and responsibilities that bear resemblance to those described in the Description and Preferred Qualifications. In addition, please attach your unofficial transcripts to document your Bachelors degree, and any other higher education degrees obtained. The resume should include a complete work history including details of the duties and responsibilities performed. In addition, the resume or the application form must contain beginning and ending dates (Month/Year) for each position and the number of hours worked per week Cover letter that addresses how your qualifications and experience match the preferred qualifications that are detailed in the job ad.

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**Positions posted with a Staff Type of *Regular* or *Term* are eligible for the Veteran Preference Program.**

**See the [Veteran Preference Program webpage](#) for additional details.**

The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.

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This is an expert/advanced level position in a sponsored research office which may have supervisory oversight over day-to-day technical, administrative, and operational aspects in one or more functional areas including, but not limited to: funding information; regulatory compliance; proposal preparation and processing; award negotiation and acceptance (including contracts and subcontracts); and award setup. This is a core function with university wide scope. Positions in this classification are reserved for the Office of Sponsored Projects use only and have delegated signatory authority from the Chancellor for Health Sciences and/or the Vice President for Research for all sponsored projects.

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