

Job Posting Preview

Research Advancement Administrator

87422BR

Campus: Tempe

Resrch Advancement Admin

Job Description

The Institute for Humanities Research (IHR) is looking for an individual interested in working with university faculty to advance research in cultural inquiry. The Institute can provide flexible work arrangements and supports creativity and growth within the position. The Research Advancement Administrator (RAA) position is dedicated to pre-award management and covers non-transactional post award responsibilities (i.e. post award at risk requests, no cost extensions, award modifications, etc.) as well as the hand-off responsibilities.

The RAA will have responsibility for developing, preparing, and submitting sponsored project proposals to various funding agencies developing interpretations of grant guidelines and policies, leading grant-oriented interactions among departments in the Division of Humanities, contributing institutional research administration and leadership, and coordinating collaborations with federal agencies and private foundations. The successful candidate should be able to creatively solve problems and demonstrate the ability to balance attention to detail while supporting a wide array of humanities faculty. This position is essential in helping researchers advance humanities knowledge—and cross-disciplinary partnerships across the natural and social sciences—that benefit the public.

Job Family

Research Operations

Department Name

Institute Humanities Research

Full-Time/Part-Time

Full-Time

VP Code

EXEC VP/PROVOST

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$50,500 - \$60,000 per year; DOE

Close Date

23-January-2023

Category

02

Essential Duties

Within the Institute for Humanities Research, the RAA works independently regarding pre-award activities as listed below:

- Acts as knowledgeable and capable departmental authority and person of contact for pre-award questions that arise from the various humanities units within The College.
- Continuous review of funding announcements and provides sustained networking with ASU humanities faculty to apprise them of relevant external funding opportunities.
- Prepares budgets, including project budget development, budget justification drafting, complex budgets (task-based) and/or sponsor-specific budget forms including cost share.
- Provides assistance, and guidance during development, pre-submission, administrative review, management, authorization, and transmittal of grant and contract proposals.
- Develops administrative components of proposals for a wide variety of sponsors including sponsor application package preparation, proposal compliance, institutional review and submission facilitation.
- Assists with post-submission action items requested by the sponsor such as revised budgets, completion of sponsor forms, the scope of work, additional certifications, etc.
- Analyzes award documents and advises on administrative award management issues.
- Assists Director with special grant projects implemented by the Institute, such as workshops and/or training.

Minimum Qualifications

Bachelor's degree in a related field. Three years of experience in a field appropriate to the area/unit of assignment OR Any equivalent combination of education and/or experience from which comparable knowledge, skill and abilities have been achieved.

Desired Qualifications

- Evidence of at least two (2) years of research administration, experience in higher education or a similar environment, in which one (1) year of experience has been spent focusing on either pre- or post-award management
- Demonstrated knowledge of administrative-sponsored project proposal development and/or award administration
- Evidence of practical communication skills with a strong focus on collaboration and a high level of customer service
- Evidence of problem-solving, critical thinking, and time management skills
- Experience in working on multiple projects while producing accurate output
- Experience in work that requires organization, time management, and being detail-oriented
- Experience in multi-tasking and meeting deadlines effectively
- Demonstrated knowledge of policies and regulations about proposals, grants, and contracts administration

- Demonstrated understanding of budgetary principles, practices, and procedures
- Experience in a higher-education setting
- Demonstrated knowledge of relevant computer applications, including but not limited to:
 - Microsoft Office (e.g., Excel, Outlook, Word, PowerPoint);
 - University grants management systems
 - University financial management systems (e.g., PeopleSoft, Workaday);
 - FastLane/research.gov;
 - Grants.gov; and
 - Other funding agency portals
- Experience in working collaboratively with a team and managing a workload independently

Working Environment

- The position's activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting.
- The successful candidate will have visual acuity and manual dexterity associated with daily use of a desktop computer, bending, stooping, reaching, and lifting up to 20 pounds.
- Communicate to perform essential duties and work independently and within a complex structured team.
- Exercise judgment within defined procedures and practices to determine appropriate action.
- Work from general instructions on standard job procedures and specific directions/instructions on new assignments.
- Flexible work arrangements that best meet the service and as allowed and approved per ASU policy.

Department Statement

The Institute for Humanities Research (IHR) is a research accelerator, providing ASU humanities units, centers and faculty with the resources needed to become leaders in the national and international research community. The IHR provides these resources to more than 380 faculty, 12 centers and three humanities units within The College of Liberal Arts and Sciences (The College), as well as humanities faculty across all ASU campuses.

The mission of the Institute for Humanities Research is to foster research, programming and networks that place humanities and humanistic inquiry at the center of our understanding of culture, society, economics, human nature, language and technology. We believe that by centering our human understanding of the world, including distant pasts and emerging futures, researchers can understand how cultures are formed and how to create just, ethical and sustainable worlds. The IHR supports programming and research development that directly address the mission outlined in ASU's Charter, specifically, but not limited to, the calls to measure success by inclusion, a focus on research of public value and responding to the needs of the communities we serve.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Fingerprint Check Statement

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

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