

LOYOLA MARYMOUNT UNIVERSITY

Academic Affairs/Office for Research and Sponsored Projects

Position Description

Position Title: Research Administration Analyst

Workday job profile: Research Administration Analyst

Position Summary

The Research Administration Analyst is an integral member of the Office of Research and Sponsored Projects (ORSP) team who assists with pre-award, non-financial activities in a fast-paced, detail-oriented, and deadline-driven environment. The Research Administration Analyst is responsible for supporting the Assistant and Associate Directors and working with faculty members within their defined portfolio of schools/colleges/divisions to assist with pre award non-financial activities.

The position works closely with Assistant/Associate Directors for prompt completion of documents for submission of proposals with pre-award budget development and obtaining institutional approvals. Reporting to the Executive Director of ORSP, the position assists fellow office colleagues in promoting sponsored project activities through informational presentations to the LMU Community.

Duties and Responsibilities

1. Prepare sub-recipient commitment forms in the submission stage and subaward documents, upon award for collaborative proposals, monitor the processes through completion of signatures and implementation of agreement.
2. Prepare internal documents required for proposal submission, such as PI eligibility forms, cost share, IDC waiver, and annual audit documents.
3. Prepare non-financial documents for faculty, such as budget modifications, amendments, and no costs extensions for funded projects.
4. Support faculty and Assistant/Associate Directors in proposal submission stage with budget development, budget justifications, and institutional approvals.
5. Analyze funded projects and complete quarterly budget-to-actual reports, using financial data from the Post Award Administration and Accounting Office (PAAA). Distribute these summary expenditure reports to ORSP staff, project directors, principal investigators, Assistant/Associate Directors and Corporate and Foundation Relations (CFR) to provide early intervention for project/budget modifications needed to complete proposal objectives and goals.
6. In collaboration with Post Award Accounting Administration (PAAA) review burn rate reports for funded projects.

7. Maintain ORSP repository of templates and forms for budgets, budget justifications, sub recipient forms, subawards, and internal forms, as well as update and create new ones as needed.
8. Continuously develop and maintain a strong working knowledge of the federal/state/private foundations rules and regulations that govern research grants and contracts and stay informed about sponsor terms and conditions for submitting and administering grant awards, as well as existing knowledge and expertise of university policies and procedures to ensure compliance across the divisions, schools, and colleges in research.
9. Participates in ORSP workshop and outreach activities, such as department/school/college presentations and trainings
10. Attends and participates in meetings and/or college events related to assigned responsibilities.
11. Identify and implement business process improvements in ORSP.
12. Performs other duties as assigned ore requested.

LOYOLA MARYMOUNT UNIVERSITY EXPECTATIONS

Exhibit behavior that supports the mission, vision and values of the University. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable and ethical conduct. Demonstrate a commitment to outstanding customer service.

Required Education

- Typically a Bachelor's degree in any academic discipline, financial acumen is a plus, with corresponding professional experience. Incumbent will be expected to continue upgrading knowledge, skills, and abilities to keep abreast of advances in electronic research administration, federal policies and regulations, and compliance.

Experience/Qualifications

- Minimum 2 years previous experience in sponsor project office or grants administration environment. Relevant professional experience with grants and service contracts with a strong commitment to customer service
- Experience with the Cayuse Research Suite, Workday, Banner or other integrated financial systems highly preferred. Ability to use multiple technical data sources to produce tools and reports needed from systems is desirable.
- Ability to work under pressure and prioritize tasks to meet tight proposal deadlines with proven tact, poise, diplomacy, and professionalism.
- Demonstrated time management and detail-oriented skills
- Solid experience with budget development, strong analytical skills for budget projections.

- Demonstrated ability to interpret federal/state/private foundation regulations, procedures and/or compliance standards.
- Ability to work remotely or hybrid.
- Excellent verbal and written communication, organizational and interpersonal skills.
- Strong proficiency with Microsoft Excel and Microsoft Word, PowerPoint, Box or other shared document systems.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

For full consideration, applicants should submit the following items: 1) a current and comprehensive resume and 2) cover letter.

COVID Vaccination Requirement

To ensure the safety and well-being of our community Loyola Marymount University requires that all students, faculty and staff are vaccinated or have been approved for a qualifying medical or religious exemption.