

Sponsored Programs Administrator I or II

Position Details

Position Information

Internal Posting?

Posting Number

SP003967P

Position Title

Sponsored Programs Administrator I or II

Division/College

University Research

Department

University Research

Location

Off Campus Location - Remote work option available

Posting Context Statement

n/a

Position Overview

Sponsored Programs Administrator I

This position facilitates the submission of proposals for external funding by the University of Idaho, reviewing them to ensure compliance with federal, state, university and sponsor regulations and guidelines. University faculty and staff create proposals to outside agencies to fund research, instruction, and other service projects through the university. The Sponsored Programs Administrator I is responsible for providing compliance oversight for research administration and sponsored programs; supporting the research, creative, and scholarly endeavors of the university faculty, staff, and students; ensuring the responsible stewardship of external sponsored funding; and assisting with the compliant submission of proposals.

Duties may include:

- Serve as a liaison to sponsor contacts on proposal-related administrative questions and issues
- Provide assistance, interpretation and guidance to principal investigators (PIs) and other university employees
- Collect and review required proposal documents
- Conduct research and analysis of new and existing agency requirements; recommend changes to university processes and policies as needed for compliance
- Maintain records and contribute to metrics data
- Coordinate proposal approvals for submission
- Other duties as assigned

Sponsored Programs Administrator II

This position facilitates the compliant submission of proposals for external funding by the University of Idaho. University faculty and staff create proposals to outside agencies to fund research, instruction, and other service projects through the university. This position is responsible for providing leadership for research administration and sponsored programs, supporting the research, creative, and scholarly endeavors of the university faculty, staff, and students. The position focuses on ensuring the responsible stewardship of external sponsored funding; overseeing the submission of mid to large-scale proposals by reviewing those proposals to ensure compliance with federal, state, university and sponsor regulations and guidelines; and mitigating risk by training other positions and staff, faculty, and students in this area.

Duties may include:

- Serve as a liaison to sponsor contacts on proposal-related administrative questions and issues
- Provide assistance, interpretation and guidance to principal investigators (PIs) and other university employees to mitigate risk and maintain compliance
- Collect and review required proposal documents, including mid- and large-scale proposals
- Conduct research and analysis of new and existing agency requirements; recommend changes to university processes and policies as needed for compliance
- Develop, deliver and participate in workshops and seminars
- Maintain records and contribute to metrics data
- Organize, prioritize, and plan own workload to meet deadlines
- Simultaneously handle a variety of proposals that require a high degree of attention
- Coordinate proposal approvals for submission
- Other duties as assigned

Salary range depending on education and experience:

- Sponsored Programs Administrator I – Classified hourly rate: \$20.44 per hour or higher.
- Sponsored Programs Administrator II – Exempt Salary rate: \$51,500 per year or higher.

Unit URL

<https://www.uidaho.edu/research/about/osp>

Position Qualifications

Required Experience

Sponsored Programs Administrator I

- One year providing financial processing support within an electronic finance system
- Using spreadsheet software to compile, summarize and analyze financial data
- Interpreting, applying, and explaining financial stewardship processes

Sponsored Programs Administrator II

- Two years in a sponsored programs-related support position with a primary responsibility of reviewing proposals against submission requirements
- Using spreadsheet software to compile, summarize and analyze financial data
- Editing and writing business correspondence using proper grammar and punctuation as demonstrated in application materials
- Independently managing projects that involve multiple stakeholders

Required Education

Sponsored Programs Administrator I and II

- High School Diploma or equivalent

Required Other

Additional Preferred

Sponsored Programs Administrator I

- Bachelor's degree
- Certified Research Administrator or Certified Financial Research Administrator
- At least one year in a sponsored programs-related support position
- Experience supporting proposal development or submission
- Experience using electronic proposal submission systems (such as research.gov, Grants.gov, NSPIRES, eRACommons, ASSIST)

- Experience participating in project budgeting, preferably at an institute of higher education, a non-profit or a federal entity
- Experience interpreting, applying and explaining policies and procedures or rules and regulations

Sponsored Programs Administrator II

- Bachelor's degree
- Certified Research Administrator or Certified Financial Research Administrator
- Three or more years of experience in a sponsored programs-related support position (either pre- or post-award) related to applying project budgeting guidelines and procedures, preferably at an institution of higher education, non-profit or federal entity
- Experience serving as a liaison between internal and external entities and individuals to coordinate activities and resolve issues
- Experience with sponsor electronic proposal submission systems (such as research.gov, Grants.gov, NSPIRES, eRACommons, ASSIST)
- Experience working in a customer service-oriented team environment to accomplish shared goals

Physical Requirements & Working Conditions

Degree Requirement

N/A: No degree requirement

Posting Information

FLSA Status

Dependent upon level of position

Employee Category

Dependent upon level of position

Pay Range

Commensurate with experience

Type of Appointment

Fiscal Year

FTE

1.0

Full Time/Part Time

Full Time

Funding

A visa sponsorship is available for the position listed in this vacancy.

No

Posting Date

06/06/2023

Closing Date

Open Until Filled

Yes

Special Instructions to Applicants

Please address all the minimum requirements in the **Letter of Qualification**. Preferential review of applicants to begin on June 20, 2023.

Applicant Resources

<https://www.uidaho.edu/human-resources/careers/applicant-resources>

Background Check Statement

Applicants who are selected as final possible candidates must be able to pass a criminal background check.

EEO Statement

The University of Idaho (U of I) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, U of I does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression,

Applicant Documents

Required Documents

1. Resume/CV
2. Letter of Qualification

Optional Documents

None

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - o AcademicCareers.com
 - o Academic Keys
 - o Association of Public and Land Grant Universities (APLU)
 - o Chronicle of Higher Education
 - o Craig's List
 - o Department of Labor/Job Service including Job Central or Idaho Works
 - o Diverse: Issues in Higher Education
 - o Facebook
 - o Higheredjobs.com
 - o Higher Education Recruitment Consortium (HERC)
 - o HireEd/Academic Impressions
 - o Indeed.com
 - o Inside Higher Ed
 - o LinkedIn
 - o National Association of State Universities and Land-Grant Colleges (website)
 - o Newspaper
 - o Professional Listservs (Ex: NACUBO, AAAE, ISMC, etc.)
 - o Veterans in Higher Ed
 - o Word of Mouth
 - o Other Advertising Venue
 - o University of Idaho Website
 - o University of Idaho Daily Register
 - o University of Idaho Employee
2. * Were you referred to this employment opportunity by a current University of Idaho employee? If so, please provide their name and department.

(Open Ended Question)