

<b>RESEARCH ADMINISTRATOR, GRANTS (MULTIPLE POSITIONS)</b>	
<b>Posting Number</b>	req18824
<b>Department</b>	Senior VP Health Sciences
<b>Department Website Link</b>	<a href="https://research.uaahs.arizona.edu/">https://research.uaahs.arizona.edu/</a>
<b>Location</b>	University of Arizona Health Sciences
<b>Address</b>	Tucson, AZ USA
<b>Position Highlights</b>	<p>A Research Administrator with our Grants Team in the University of Arizona Health Sciences (UAHS) Office of Research Administration will independently assist investigators in developing, coordinating, submitting, and managing extramural funding from private, federal and state sources. Anticipate and address the needs of research grant administration, providing exceptional customer service to investigators in a team-based environment. We are committed to identifying and adhering to policy changes in grants and contracts administration while upholding high standards of integrity and fiduciary responsibility.</p> <p>May be required to work weekend and evening hours when necessary.</p> <p><i>Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; sick leave and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; retirement plans; access to UA recreation and cultural activities; and more!</i></p> <p>The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocations services, please <a href="#">click here</a>.</p>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Coordinate and develop administrative components required for the on-time submission of proposals, including budgets, budget narratives, form pages, biographical sketches, and indirect cost waivers in accordance with institutional and sponsor guidelines.</li><li>• Provide assistance to ensure quality and timely completion and submission of external research proposals</li><li>• Prepare and route proposal documents in UAccess Research, an enterprise-wide research administration system.</li><li>• Coordinate and respond to post-proposal requests for information, interim and final technical and/or progress reports, negotiation of budget revisions and award documents, requests for pre-award costs or prior approval changes, "just in time" documents, and cost-sharing related to terms and conditions of awards.</li><li>• Work closely with Sponsored Projects Services on the implementation of new research administration policies and practices.</li><li>• Serve as a resource to ensure compliance with the restrictions and specifications of the sponsor and university in proposals and awards.</li></ul>

	<ul style="list-style-type: none"> <li>• Provide training, education and professional development to faculty and staff in the area of grant submission and research administration responsibilities.</li> <li>• Assist investigators with identifying and interpreting intramural and extramural funding opportunities using Pivot and other funding opportunity search tools.</li> <li>• Follow-up on the issuance of new subcontracts and modifications to existing subcontracts.</li> <li>• As needed, provide team support in developing, negotiating, submitting and finalizing budgets for clinical trials; conducting a payer coverage analysis; ensuring on-time completion of clinical trial contracts; and invoicing for study-related activities.</li> <li>• Additional duties as assigned.</li> </ul> <p><b>Knowledge, Skills, and Abilities (KSAs):</b></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills and significant attention to detail.</li> <li>• Self-motivated, takes initiative, and a strong ability to multi-task multiple projects.</li> <li>• Ability to work effectively in a team environment.</li> <li>• Demonstrated ability to interact professionally and effectively with investigators, sponsors, and cross-functional teams.</li> <li>• Demonstrated customer service.</li> <li>• Standout colleague who supports the team and is able to resolve issues with a positive outcome.</li> <li>• Demonstrated ability to work in a fast paced, dynamic team environment with changing priorities.</li> <li>• Demonstrated ability to work in a manner that is effective and efficient.</li> <li>• Excellent computer skills in Microsoft Office Suite.</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree or equivalent advanced learning attained through professional level experience required.</li> <li>• Five years (5) of experience in academic grants management, or equivalent combination of education and experience.</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience with UA Systems, specifically UAccess Research</li> <li>• Demonstrated knowledge of university and sponsor agency policies and procedures.</li> <li>• Demonstrated experience with pre-award administration and grant development in an academic setting.</li> </ul>
<b>FLSA</b>	Exempt
<b>Full Time/Part Time</b>	Full Time
<b>Number of Hours Worked per Week</b>	40
<b>Job FTE</b>	1.0
<b>Work Calendar</b>	Fiscal
<b>Job Category</b>	Research
<b>Benefits Eligible</b>	Yes - Full Benefits

<b>Rate of Pay</b>	\$65,687 - \$85,393, annually
<b>Compensation Type</b>	salary at 1.0 full-time equivalency (FTE)
<b>Grade</b>	9
<b>Career Stream and Level</b>	PC3
<b>Job Family</b>	Grant & Contract Admin
<b>Job Function</b>	Research
<b>Type of criminal background check required:</b>	Name-based criminal background check (non-security sensitive)
<b>Number of Vacancies</b>	2
<b>Target Hire Date</b>	
<b>Expected End Date</b>	
<b>Contact Information for Candidates</b>	Sarah Clarke   sclarke1@arizona.edu
<b>Open Date</b>	1/29/2024
<b>Open Until Filled</b>	Yes
<b>Documents Needed to Apply</b>	Resume and Cover Letter
<b>Special Instructions to Applicant</b>	Please note: If invited to interview, please be prepared to share three professional references.
<b>Diversity Statement</b>	At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As a Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.