

# Sr. Research Administrator

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## Position Information

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### General Information

<b>Position Number</b>	000179
<b>Vacancy Open to</b>	All Candidates
<b>Working Title</b>	Sr. Research Administrator
<b>Position Designation</b>	EHRA Non-Faculty
<b>Employment Type</b>	Permanent - Full-time
<b>Months per Year</b>	12
<b>Work Schedule</b>	8:00 am – 5:00 pm; Monday – Friday, Exempt
<b>Hours per week</b>	40+ Exempt
<b>FLSA Status</b>	Exempt
<b>Division</b>	Research
<b>Department</b>	Div of Research (Adm)
<b>Work Location</b>	Remote - candidate to either reside or be willing to relocate to North Carolina and live within a 100 miles of the campus in Charlotte NC
<b>Salary Range</b>	\$62,100 - \$67,708
<b>Primary Purpose of Department</b>	The Office of Grants and Contracts Administration (GCA) is responsible for coordinating the legal administration of contracts and grants and financial management of all sponsored funds awarded to UNC Charlotte.
<b>Primary Purpose of Position</b>	Provide sponsored project management from budget approval to project closeout in post award service teams supporting an average of 200 awards in several colleges and their departments. This position advises and assists faculty and department staff; ensures compliance with appropriate federal, agency, state, and university regulations, policies and procedures; and administers sponsored projects for fiscal and programmatic compliance.

### Summary of Position Responsibilities

- Provides administrative oversight and support for budgets, labor distributions, expenditures, cost sharing, project deliverables, regulatory compliance; ensure appropriate and complete recording of project costs: resolve deficits: monitor subcontractor and consultant performance and billing; establish, maintain, and close out projects in the university accounting system.
- Review award budget for conformance to University, sponsor and regulatory costing requirements: resolve issues with department.
- Establish sponsored project cost centers in the financial accounting system.
- Notify the department of the established account number and any special conditions or restrictions that apply to the project including cost sharing and program income.
- Periodically review budgeted employee effort for the award and ensure that principal investigators establish appropriate effort distributions in the Payroll system.
- Monitor revenue and expense and perform grant accounting for sponsored projects in compliance with CASB, Uniform Guidance, various governmental agency and other sponsor regulations and institutional policies.

- Maintain oversight of financial records for each award.
- Monitor budget variances: review and process internal budget modifications. Approve expenditure requests and review cost transfers for validity, backup documentation and fund availability.
- Ensure prior approvals are obtained from sponsor where applicable.
- Ensure that all project costs, including university or third party cost sharing, are accounted for properly and documented.
- Monitor and reconcile facilities and administrative and employee benefit charges to projects. Perform other accounting as needed.
- Monitor subcontracts and process payment request from subcontractors.
- Assist with distribution of project reports and end date and deficit notices to PI's and Departments in accordance with UNCC research policies and procedures. Support faculty and department administrators in resolving project deficits.
- Perform award closeout activities in conjunction with the PI and support staff.
- Ensure sponsor closeout requirements are met and the financial fund closeout in the accounting system is in accordance with UNCC research policies and procedures. Recommend policies and procedures that keep UNC Charlotte in compliance with federal, state and various funding agency rules and regulations.
- Assure interaction between the Office of Grants and Contracts administrative systems and other systems at UNC Charlotte and the State of North Carolina.
- Backup for the Assistant Director (AD) in their absence to include training of other research administrators, attending meetings as a delegate of the AD, and other duties as assigned.
- Advise and assist faculty and department staff in the administration of sponsored projects. Interpret sponsor, university and government regulations, guidelines and policies.
- Maintain up to date knowledge and expertise in federal, state, local, and other agency regulations and policies to assure compliance. Remain current on applicable laws and the Uniform Guidance as they pertain to sponsored program activities.
- Responsible for maintaining the integrity of the Grants and Contracts accounts for reporting.
- Independently review and approve expenditure transactions in accordance with federal, state, local and university policies. Provide guidance on all aspects of an executed award to those served in the research community.
- Provide assistants to principal investigators, project directors and staff; department administrators and other customers with accurate complete and timely information and reports.
- Assist as needed with sponsor audits and the Uniform Guidance annual single audit and compliance audit.
- Review award documents for special conditions or restrictions, programmatic and other deliverables, cost sharing requirements, reporting requirements, and billing requirements. Notify the Principal Investigator of any special conditions or restrictions.
- Verify that the investigator obtains required assurances.
- Acts as primary point of contact with their respective assigned projects to solve compliance and operational issues and problems that may affect UNCC's ability to properly utilize grant funds or complete funded projects.
- Answers and research high level questions put forth by the colleges and manage conflict between funding agencies and UNCC.
- Interacts with other offices, such as technology transfer, compliance, legal and academic affairs on high level sponsored program activities.
- Develop and present training sessions to investigators and administrative staff.
- Train other senior level academic administrators in correct sponsored award management. Assist in assuring that colleges are in compliance with all applicable financial rules and/or regulations concerning the management of sponsored awards.
- Assist the University in creating infrastructure to support the sponsored awards and research mission of the university.

#### **Minimum Education/Experience**

Masters of Business Administration, Finance, or Accounting and 1-2 years of experience; Bachelor of Business Administration or Accounting with 2-4 years of experience or equivalent education/experience

**Preferred Education, Knowledge, Skills and Experience**

- Bachelor's degree preferred in Business or Accounting.
- Experience in Higher Education Research Administration in a Central Office.
- Banner Experience or other electronic financial systems.
- Proficiency in Excel and Word.

**Necessary Certifications/Licenses**

N/A

**Preferred Certifications/Licenses**

N/A

**Special Notes to Applicants**UNC Charlotte Benefits Information: <https://hr.charlotte.edu/benefits>

The finalist may be subject to a criminal background check and/or motor vehicle report.

- The Search Committee will not contact references without first verifying permission with the **finalist**.

Please ensure your full range of knowledge, skills, abilities, experience, and education are listed on your resume.

- Please ensure your resume reflects the knowledge, skills, abilities, and experiences to support your answers to the supplemental questions.
- Please submit a resume and cover letter with your application.

These documents will be used to evaluate your written communication skills as well as supporting documents of your knowledge, skills, abilities, education, and professional experience

This is a fully remote position (with occasional appearances on campus) that will require the candidate to either reside or be willing to relocate to North Carolina and live within a 100 miles of the campus in Charlotte NC.

**Posting Open Date**

04/12/2024

**Posting Close Date****Open Until Filled**

Yes

**Proposed Hire Date**

05/06/2024

**If time-limited please indicate appointment end date****Contact Information****Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

## 1. \* How did you hear about this employment opportunity?

- UNC Charlotte Website
- HERC Job Board
- Inside Higher Education
- Circa (formerly known as Local JobNetwork)
- Another Website
- Agency Referral
- Advertisement/Publication
- Personal Referral
- Other

## 2. Where did you learn about this posting?

(Open Ended Question)

## Applicant Documents

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### Required Documents

1. Resume / Curriculum Vitae
2. Cover Letter / Letter of Interest

### Optional Documents

1. Contact Information for References