



JOBS

Job Description

OPEN RANK: Sponsored Programs Contracts Administrator II or III (Subawards) - (240001DP)

University of Maryland, Baltimore's Office of Research & Development currently has an opening for a Sponsored Programs Contracts Administrator II or Administrator III. The position will be filled based on selected candidate's qualifications. This position will focus on submitting and managing subcontracts for sponsored research on campus. Sponsored Programs Administration (SPA) provides the oversight and administrative support to investigators and departmental administrators throughout the lifecycle of sponsored projects and ensures compliance.

BENEFITS (Exempt Regular):

UMB offers a comprehensive [benefits package](#) that prioritizes wellness, work/life balance, and professional development, along with additional exciting [perks](#) that employees can take advantage of. This position participates in a retirement program (pension or optional retirement plan/ORP) that must be selected and is effective on your date of hire. Exempt regular staff receive a generous PAID leave package that includes over 4 weeks of vacation accrued each year, 15 paid holidays, 3 personal leave, unlimited accrual of sick time, and comprehensive health insurance; professional learning and development programs; tuition remission for employees and their dependents at any University System of Maryland school; and flexible work schedules and teleworking options (if applicable per job).

UMB is a public university and constituent institution of the University System of Maryland. All employees are expected to work primarily physically within the State of Maryland

ESSENTIAL DUTIES

For level II:

- Prepare subcontracts and agreements for completeness, accuracy, and ensure compliance with University, state, and sponsors' policies and guidelines, and practices, research compliance restrictions and guidelines, financial and academic requirements, and agency policies and procedures.
- Negotiate basic terms and conditions within agreements with subawardees.
- Communicate directly with department staff, faculty, and internal and external stakeholders to facilitate completion of subcontracts and agreements.
- Using analytical and problem-solving skills to provide basic technical guidance on subcontracts.
- Identify and alert department of potential issues in the subcontract process. Evaluate processes to determine trends to improve routing of subrecipient agreements.
- Provide basic troubleshooting and problem solving to identify answers and solutions to common issues on subawards.
- Provide basic to immediate knowledge of non-financial post-award actions. Apply intermediate knowledge of sponsor policies on cost principles.
- Identify and suggest improvements/solutions to teamwork flow and processes
- Review and submit all closeout documents ensuring completion and accuracy.
- Perform other duties as assigned.

For level III:

- Provide advance technical guidance on complex subcontracts/subawards for compliance with federal and state laws and regulations, University policies and practices, research compliance restrictions and guidelines, financial and academic requirements, and agency policies and procedures.
- Provide assistance to faculty in interpreting award terms and conditions. Review subcontract/subaward templates, correspondence and select agreements for presentation of information.
- Communicate directly with Accountability & Compliance office, department staff, faculty, and internal and external stakeholders to facilitate subcontracts/subawards and agreements.
- Use advanced technical guidance and problem-solving skills to resolve common and complex issues with stakeholders and subrecipients regarding subcontracts/subawards and submissions. Identify and alert potential issues in the subcontract/subaward process and assist in resolution.
- Apply advanced knowledge of sponsor policies on cost principles.
- Identify, suggest, and oversee implementing improvements and solutions to workflow and processes.
- Provide other staff guidance or active involvement in the completion and analysis of closeout documents.
- Perform other duties as assigned.

Qualifications**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in business administration, finance, or other discipline appropriate to the position
- **Experience for level II:** Two (2) years of administrative experience in the area of research administration, sponsored program

- **Experience for level III:** Three (3) years of administrative experience in the area of research administration, sponsored programs, or contractual agreements
- **Other:** Financial disclosure reporting required by State of Maryland Ethics Committee
- May consider a combination of directly related

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Uniform Guidance, ability to interpret and apply US Federal Agency policies to grant applications and awards, basic understanding of Federal Acquisition Regulations (FAR)
- Advanced knowledge of sub-award principles and procedures
- Ability to review and negotiate most contract agreements.
- Skill in effective use of Quali Research, data warehouse and reporting tools
- Ability to reconcile differing viewpoints and demonstrate initiative and resourcefulness
- Ability to work cooperatively with others and independently.
- Ability to effectively communicate both verbal and written thoughts, ideas, and facts
- Ability to demonstrate, understand, apply, and adhere to the UMB Core Values of Respect and Integrity, Well-being and Sustainability, Equity and Justice, and Innovation and Discovery.
- Ability to use research administration software systems, database applications and Microsoft Office applications.
- Knowledge of Quali Research is preferred.

HIRING RANGE: \$62,000 - \$69,000 per year for Administrator II/ \$66,000 - \$75,000 per year for Administrator III (Commensurate with education and experience)

UMB is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or policy. For assistance related to employment, please contact the Staffing department at HRJobs@umaryland.edu.

If you anticipate needing a reasonable accommodation for a disability under the Americans With Disabilities Act (ADA), during any part of the employment process, please submit a [UMB Job Applicant Accommodation Request](#). You may also contact HRDiversity@umaryland.edu. Please note that only inquiries concerning an ADA request for reasonable accommodation will be responded to from this email address.

The University of Maryland, Baltimore prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. For more information, follow this link [UMB Notice of Non-Discrimination](#).

Job Reg or CII Exempt Staff - E3911E

Employee Class : Exempt Regular

Full Time/Part Time: Full-Time

Shift Day Job

Financial Disclosure: Yes

Organization Research and Development - Sponsored Programs Administration

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Human Resource Services

410-706-7171

620 W. Lexington Street
3rd Floor
Baltimore, MD 21201

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer.

Minorities, women, protected veterans and individuals with disabilities are encouraged to apply.

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