

The University of St. Thomas invites qualified candidates to apply for the position of Research Support Manager.

JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

- Up to 100% tuition remission for employees and dependents upon eligibility
- Up to 50% tuition remission for spouses upon eligibility
- A generous Employer retirement contribution of 9.4% of annual salary upon eligibility
- Medical, dental, and vision options
- Employer-paid disability, life, and AD&D benefits

JOB SUMMARY

The Research Support Manager will develop internal systems and processes for supporting externally funded projects, including acting as a liaison with other offices on campus such as Sponsored Programs, Human Resources, Purchasing, and others as needed. They will be responsible for training and supervising a staff of 4-6 student employees, providing support for faculty to manage their funded sponsored projects. The Research Support Manager and their team will also provide limited support to faculty developing proposals for external funding. The person in this role will support Principal Investigators (PIs) and other grant personnel in adhering to policies and procedures for conducting externally funded projects. They will provide direct assistance to PIs to accomplish key functions such as adding personnel on payroll, purchasing supplies, reporting, and monitoring of expenses for allowability, allocability, and consistency with award objectives and commitments. They will provide assistance to faculty, staff, and personnel from outside agencies in the identification and resolution of problems that result from any stages of sponsored activity.

ESSENTIAL FUNCTIONS

- **Post Award Project Management**
Assist faculty to manage post-award aspects of funded projects including budget reconciliation, reporting, time/effort recording and reporting, verification of compliance and monitoring of expenses for allowability, allocability, and consistency with faculty and sponsor objectives and commitments.
- Assist faculty with arranging project personnel payments, payments to participants, purchasing, and other financial management activities.
- Work with faculty and sponsors to meet reporting needs.

- Monitor and organize project related communication, contracts, amendments, budget adjustments, etc., and coordinate completion of these on behalf of Principal Investigators.
- Interpret complex situations and produce results in a fast-paced deadline-driven role. The ability to read, interpret, and explain rules, regulations, policies, laws, and agreement terms where the same terms may have different meaning in different contexts, and may change from time to time.

Stakeholder Collaboration and Support

- Provide professional expertise and quality customer service to the St. Thomas community relative to external funding and work closely with the Office of Sponsored Programs, Academic Affairs, and Schools/Colleges/Departments to assist in project management.
- Interpret and implement both St. Thomas and external policies, procedures and controls related to external funding.
- Develop workflow and procedures to support Principal Investigators completing externally funded projects. Coordinate compliance activities with respective oversight groups, track deliverables, and provide support and guidance with reporting requirements.
- Assist new and established PIs in understanding sponsored project requirements, incentive policies and procedures, responsible and ethical conduct of research policies and requirements, Data Use Agreements, and university/agency fiscal policies and procedures.
- Provide support in coordination with Sponsored Programs and other offices for proposal development.

Training and Development

- Develop and implement training materials for the staff of students who will conduct much of the hands-on interactions in support of faculty. This training must be comprehensive and standardized in order to provide accurate and consistent support for the faculty.
- Develop, support, and provide post-award training in partnership with other University offices on sponsored program policies, procedures, and best practices to ensure fidelity with external and internal policies. This training will be made available not only for the students, but also for PIs and other UST administrative support offices.
- Work with the Faculty Director of Grants & Research to implement the mentorship and enrichment program for the student staff.
- Coordinate and schedule meetings, workshops, and seminars related to research projects.

Supervision

- Supervise 4-6 student workers, including training and oversight of complex tasks.

Other Duties as Assigned.

Qualifications

Minimum Qualifications

- Bachelor's degree plus five years of relevant experience.

Preferred Qualifications

- Experience working with sponsored projects, especially in Higher Education
- Excellent customer service skills
- Experience with Cognos
- Project Management experience
- Finance/accounting background

An equivalent combination of education and experience from which comparable knowledge and skills have been acquired may be substituted.

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our convictions of dignity, diversity and personal attention call us to embody and champion a diverse, equitable and inclusive environment. The University is an Equal Employment Opportunity Employer (EEO). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, status as a protected veteran, or other protected characteristic. We are committed to building a skilled team that represents a variety of backgrounds and perspectives. This commitment is consistent with our mission: Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good. A successful candidate will possess a commitment to the ideals of this mission.

HOW TO APPLY

All interested candidates must apply online at <https://www.stthomas.edu/jobs/>. Follow the instructions to complete an online application which includes creating or updating an applicant profile, uploading a resume, and completing a job specific application.

In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening.

Official job posting is available at www.stthomas.edu/jobs.