

Research Administrator, Grants - University of Arizona Health Sciences (Remote)	
Posting Number	req21277
Department	Senior VP Health Sciences
Department Website Link	https://research.uaahs.arizona.edu/
Location	To Be Determined
Address	USA
Position Highlights	<p>The Grant and Contract Administrator III in the University of Arizona Health Sciences (UAHS) Office of Research Administration's Grants team provides expert guidance and strategic support to investigators in the development, coordination, submission, and management of extramural funding from private, federal, and state sources. Operating with a high degree of independence, this role anticipates and addresses the complex needs of research grant administration, delivering exceptional customer service to investigators in a collaborative, team-based environment. The position requires a proactive approach to identifying and adapting to policy changes in grants and contracts administration, ensuring compliance with regulatory requirements and upholding the highest standards of integrity and fiduciary responsibility.</p> <p><i>May be required to work weekend and evening hours when necessary.</i></p> <p>Candidates working anywhere in the U.S. may be considered for a remote assignment.</p> <p><i>Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, 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 click here.</p>
Duties & Responsibilities	<p>Proposal Development & Submission Management:</p> <ul style="list-style-type: none">• Lead the coordination and development of complex administrative components required for the timely and compliant submission of research proposals.• Oversee budgeting, budget narratives, form pages, biographical sketches, and indirect cost waivers, ensuring alignment with institutional and sponsor guidelines.• Provide expert guidance and oversight to ensure the high quality and timely completion of external research proposals.

- Manage the preparation, routing, and submission of proposal documents within UAccess Research, the institution's comprehensive research administration system, ensuring all submissions meet sponsor and institutional standards.

Award Management:

- Coordinate responses to post-proposal sponsor requests, including interim and final technical/progress reports, budget revisions, and award modifications.
- Address complex requests for pre-award costs, prior approval changes, and “just-in-time” documentation, ensuring compliance with award terms and conditions.

Compliance & Regulatory Oversight:

- Serve as an expert resource to investigators and departments, providing guidance to ensure that proposals and awards comply with all sponsor, federal, and university regulations.
- Implement new research administration policies and practices, ensuring consistent application across all awards and funding bodies.

Funding Opportunity Identification & Support:

- Assist investigators in identifying and interpreting relevant intramural and extramural funding opportunities.
- Leverage tools such as Pivot and other funding databases to strategically guide faculty toward high-impact funding sources.

Additional Responsibilities:

- Offer cross-team support as needed, leveraging expertise in research administration to assist in the development, negotiation, and finalization of budgets, as well as in managing complex award components.
- Design and deliver training programs for faculty and staff in grant submission processes and research administration responsibilities.

Knowledge, Skills and Abilities (KSAs):

- Excellent written and verbal communication skills and significant attention to detail.
- Self-motivated, takes initiative, and a strong ability to multi-task multiple projects.
- Ability to work effectively in a team environment.
- Demonstrated ability to interact professionally and effectively with investigators, sponsors, and cross-functional teams.
- Demonstrated customer service.

	<ul style="list-style-type: none"> • Excellent computer skills in Microsoft Office Suite. • Demonstrated knowledge of university and sponsor agency policies and procedures. • Standout colleague who supports the team and is able to resolve issues with a positive outcome. • Demonstrated ability to work in a fast paced, dynamic team environment with changing priorities. • Demonstrated ability to work in a manner that is effective and efficient.
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or equivalent advanced learning attained through professional level experience required. • Five (5) years of relevant work experience, or equivalent combination of education and work experience.
Preferred Qualifications	<ul style="list-style-type: none"> • Experience with UA systems, specifically UAccess Research or similar. • Demonstrated experience with pre-award administration and grant development in an academic setting.
FLSA	Exempt
Full Time/Part Time	Full Time
Number of Hours Worked per Week	40
Job FTE	1.0
Work Calendar	Fiscal
Job Category	Research
Benefits Eligible	Yes - Full Benefits
Rate of Pay	\$65,687 - \$85,393
Compensation Type	salary at 1.0 full-time equivalency (FTE)
Grade	9
Compensation Guidance	<p>The Rate of Pay Field represents the University of Arizona's good faith and reasonable estimate of the range of possible compensation at the time of posting. The University considers several factors when extending an offer, including but not limited to, the role and associated responsibilities, a candidate's work experience, education/training, key skills, and internal equity.</p> <p>The Grade Range Minimum, Midpoint, and Maximum Fields listed below represent a full range of career compensation growth over time in this position and grade. Each unit typically sets starting pay between minimum and midpoint upon hire. The university offers compensation growth</p>

	opportunities within its career architecture. To learn more about compensation, please review our Applicant Compensation Guide and our Total Rewards Calculator .
Grade Range Minimum	\$65687
Grade Range Midpoint	\$85393
Grade Range Maximum	\$105099
Career Stream and Level	PC3
Job Family	Grant & Contract Admin
Job Function	Research
Type of criminal background check required:	Name-based criminal background check (non-security sensitive)
Number of Vacancies	1
Target Hire Date	
Expected End Date	
Contact Information for Candidates	Chris Gaul cagaul@arizona.edu
Open Date	11/26/2024
Open Until Filled	Yes
Documents Needed to Apply	Resume and Cover Letter
Special Instructions to Applicant	<p>The application window is anticipated to close on Wednesday, December 4th, 2024.</p> <p>Please note: If invited to interview, please be prepared to provide three (3) professional references.</p>
Diversity Statement	<p>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.</p>

Notice of Availability of the Annual Security and Fire Safety Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), each year the University of Arizona releases an [Annual Security Report \(ASR\)](#) for each of the University's campuses. These reports disclose information including Clery crime statistics for the previous three calendar years and policies, procedures, and programs the University uses to keep students and employees safe, including how to report crimes or other emergencies and resources for crime victims. As a campus with residential housing facilities, the Main Campus ASR also includes a combined Annual Fire Safety report with information on fire statistics and fire safety systems, policies, and procedures.

Paper copies of the Reports can be obtained by contacting the University Compliance Office at cleryact@arizona.edu.