

The University of Texas at San Antonio

Job Description

Job Title: Research Program Coordinator
Code: 14378
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide specialized program support in the coordination of all phases and activities of major research programs/projects.
- Scope: Responsible for providing support in the planning, scheduling, reporting and coordination of major research programs/projects.

Duties

- Typical:
 1. Plans, schedules, and coordinates detailed phases of administrative matters in support of research programs/projects.
 2. Oversees the day-to-day administrative coordination of research programs/projects including data reporting, data management, staffing, budget forecasting, deadlines, and supervision of assigned technical and clerical research staff.
 3. Creates and maintains systems, procedures and/or websites for data management or processes.
 4. Keeps director/administrator apprised of the status of proposed and ongoing programs/projects.
 5. Provides support in identifying, assembling, and submitting grant applications.
 6. Administers and monitors grant budgets to ensure adherence to budgets, staffing, and reporting.
 7. Establishes and maintains contact on behalf of director/administrator with local/federal agencies and organizations needed to facilitate projects.
 8. Provides administrative support for conferences/symposiums.
 9. Performs other duties as assigned.
- Periodic:
 1. Addresses professional or civic organizations and other interested groups on behalf of director/administrator.

2. Oversees the business and personnel operations of the particular research area in the absence of the director/administrator

Education

Required	Preferred
Bachelor's degree	Master's degree

Other Requirements

Required	Preferred
Demonstrated ability to establish and maintain effective working relationships.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of experience in one or more of the following: <ul style="list-style-type: none"> • Grant or research administration • Program, project or business administration • Working with agencies/organizations to fulfill project needs • Marketing or public relations 	Knowledge of grants and contracts policies and procedures. Two years of supervisory experience.
At department's discretion, four years of experience may be substituted for a Bachelor's degree. (Nine years total experience).	N/A

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office and laboratory conditions.	N/A

Supervision

Received	Given
General from director/administrator.	May have direct supervision of technical and clerical research staff, as assigned.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.