

# The University of Texas at San Antonio

## ***Job Description***

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Job Title: Research Program Manager  
Code: 14504  
Salary Grade: 61  
FLSA Status: Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## ***Summary***

### Function:

To provide advanced professional skills and management for all phases and activities of major research programs/projects, including development of new partnerships and collaborative opportunities.

### Scope:

Responsible for successfully managing the planning and execution of as well as reporting for major research programs/projects, partnerships and collaborations.

## ***Duties***

### Typical:

1. Plans, schedules, and executes detailed phases of and activities for strategic programs/projects in support of research initiatives or new partnership development. This includes communications with stakeholders, marketing of programs/activities, data collection, reporting, and management as well as forecasting, deadlines, and supervision of assigned staff.
2. Creates and maintains systems, processes, procedures and/or websites for management and facilitation of projects, programs, data, and/or partnerships.
3. Assists director/administrator with analysis for the development of new or assessment of existing programs and partnerships.
4. Assists director/administrator with fostering academic, government and industry partnerships that align with UTSA researchers and/or research interests by coordinating engagement meetings or activities, and promoting value-add opportunities for collaboration.
5. Develops and administers project/program budgets, to include monitoring of expenditures, and ensuring adherence to compliance and reporting requirements.
6. Establishes and maintains contact on behalf of director/administrator with federal, state, private, and/or local sponsors of grant/contract opportunities to facilitate project development and/or administration.
7. Provides support in identifying, assembling, and submitting grant applications, particularly for collaborative teaming efforts.

8. Performs other duties as assigned.

Periodic:

1. Organizes and provides oversight for events, such as symposia or conferences, with the highest quality of planning, execution and marketing. May involve engaging partners and collaborators at all professional levels and working in multidisciplinary teams.
2. Addresses professional or civic organizations and other interested groups on behalf of director/administrator.
3. Oversees the business and personnel operations of the unit in the absence of the director/administrator.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Demonstrated ability to establish and maintain effective working relationships.	N/A
Self-starter with strong attention to detail.	
Highly developed interpersonal skills and demonstrated ability to deal with a variety of people in a professional and courteous manner.	
Excellent written and oral communication skills.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Eight years of experience in one or more of the following: <ul style="list-style-type: none"> <li>• Grant or research administration</li> <li>• Program, project or business management</li> <li>• Working with agencies/organizations to fulfill project needs</li> <li>• Marketing or public relations</li> </ul>	Similar experience in higher education or government.
Proven experience in coordinating and executing successful events that add direct value to the organization.	Knowledge of UT System rules and regulations.
Ability to work in fast-paced, deadline-driven role with exceptional skills balancing competing deadlines and working efficiently.	Experience with PeopleSoft and Adobe applications for PDF creation, conversion, modification.
Supervisory experience.	Three years of supervisory experience.

Budget oversight and management experience.	
Knowledge of grants and contracts policies and procedures.	
At department's discretion, experience may be substituted for education on the year for year basis.	

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer with Microsoft Office, Adobe Professional and other related applications.	Webcam or other videoconferencing equipment and applications.
Standard office equipment.	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office and laboratory conditions.	May require occasional travel or occasional weekend/extended hours to meet deadlines.

***Supervision***

<b>Received</b>	<b>Given</b>
General from director/administrator.	May provide direct supervision of technical and administrative research staff or student workers, as assigned.

***Accuracy***

Proficiency in all phases of the duties performed.
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***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.
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***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.
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