

The University of Texas at San Antonio

Job Description

Job Title: Research Post Award Administrator I
Code: 19129
Salary Grade: 57
FLSA Status: Exempt
Department/Division: VP Research
Reports To: Research Service Center Director

Summary

- **Function:** To provide support for basic grants and contracts post award administration activities in the Research Service Center.
- **Scope:** Responsible for the administration and monitoring of routine grants/contracts.

Duties

- **Typical:**
 1. Initiates and completes paperwork for appointments of personnel.
 2. Enters appointment information of personnel into university financial system.
 3. Prepares and submits purchase orders for grant/contract related M&O.
 4. Prepares and processes grant/contract travel requests and related documentation.
 5. Responsible for M&O expenditures under \$5K, including allowability and allocability.
 6. Orders equipment, supplies and inventory as needed.
 7. Assists Central Administration in close-out, as needed.
 8. Assists Principal Investigators (PIs) in complying with the UTSA data retention policy.
 9. Assists PIs in meeting all post award deadlines and all sponsor requirements.
 10. Other duties as assigned.
- **Periodic:**
 1. N/A

Education

Required	Preferred
Bachelor's degree from an accredited institution.	N/A

At the department's discretion, experience may be substituted for education on a year-for-year basis.	
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Other Requirements

Required	Preferred
Strong interpersonal skills.	N/A
Ability to work well with others.	
Strong customer service skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
At least one year of work experience involving grant/research administration, combined with experience with legal terminology, reviewing detailed legal documents, and language relevant to post-award administration, and/or accounting related experience to include tracking and reconciling accounts.	N/A

Equipment

Required	Preferred
PC and general office equipment.	N/A

Working Conditions

Usual	Special
Normal office environment.	N/A

Supervision

Received	Given
Direct supervision from assigned management.	N/A

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.

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.