



# The University of Texas at San Antonio™

## Job Description

---

<b>Job Title:</b>	Research Post Award Administrator II	<b>Job Family:</b>	Inst Research
<b>Type:</b>	Classified - Exempt	<b>Job Code:</b>	19130
<b>Department:</b>	VP Research	<b>Salary Grade:</b>	61
<b>Reports to:</b>	Research Service Center, Director	<b>Created/Revised:</b>	09/2022
<b>Work Modality:</b>	May vary dependent upon department needs		

This position is part of a market adjustment implemented in Spring 2022. New hires salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at [compensation@utsa.edu](mailto:compensation@utsa.edu) with any questions.

---

### Job Summary

Responsible for the administration and monitoring of complex grants/contracts. Provide support for complex grants and contracts post award administration activities in the Research Service Center.

---

### Core Responsibilities

1. Assists Principal Investigators (PIs) in managing their grant/contract budgets.
  2. Provides monthly reconciliation of budgets and obtains review and certification of PIs and submits reconciled budgets to Research Service Center Award Administrator III for sign off.
  3. Provides initial Pro-card reconciliation.
  4. Works with PIs in Time & Effort certification processes.
  5. Prepares billings for users and receives funds for research recharge centers or specialized research units, as appropriate.
  6. Minimizes cost transfers; however if needed, prepares the cost transfer and works with PIs to complete.
  7. Assists PIs in managing their sponsored program portfolio, including the terms and conditions of all awards.
  8. Manages equipment inventory and receives supplies and inventory.
  9. Creates purchase orders for sub-awards as needed.
  10. Assists in the management of cost sharing and/or program income accounts.
  11. Assists Research Post Award Administrator I, as needed.
  12. Conducts analysis and designs reports to track staffing and financial resources. Performs needs analysis for feasibility of revenue accounts for collaborative projects.
  13. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.
  14. Performs other duties as assigned.
-

## Minimum Requirements

### Education/Certifications

#### Required

- Bachelor's degree from an accredited institution
- At the department's discretion, experience may be substituted for education on a year-for-year basis.
- Criminal Background Check (CBC)

#### Preferred

- CRA certification

### Experience

- Three years 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.

---

## Knowledge Skills & Abilities

- Strong interpersonal skills.
- Ability to work well with others.
- Strong customer service skills.

---

## Core Competencies

*Instructions: Select the appropriate Competency section below based on position. **Options:** Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

---

### Working Environment:

- Office Environment.
- Requires use of personal computing equipment, telephone, multi-functioning printer and calculator.

### Physical Demands:

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.