

The University of Texas at San Antonio

Job Description

Job Title: Research Post Award Administrator III
Code: 19132
Salary Grade: 59
FLSA Status: Exempt
Department/Division: VP Research
Reports To: Research Service Center Director

Summary

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

Duties

- Typical:
 1. May be responsible for duties of RAA I and II.
 2. Technical leader with a high degree of expertise in working with Principal Investigators (PIs) to effectively manage grant/contract budgets, including cost transfers. Works with a high degree of autonomy.
 3. Responsible for timely and accurate budget reconciliation.
 4. Enters award information into electronic system.
 5. Sets up the award file with appropriate award documentation and sends it to the Sr. Research Award Coordinator (Post Award) for review and issuance of an award account number.
 6. Serves as the lead to resolve complex post award issues in a timely manner.
 7. Reviews and signs off on Pro Card reconciliations.
 8. Prepares and submits invoices for receipt of funds as needed.
 9. Reviews purchase orders for sub-awards.
 10. Verifies allowability and obtains PI review and certification of sub recipient expenditures.
 11. Provides oversight to Research Service Center Award Administrators I and II in interpreting and meeting financial requirements of sponsors and compliance with university and state financial standards.
 12. Establishes and manages sub recipient award agreements with a significant degree of complexity`.
 13. Coordinates agreement modifications for non supplemental funding.

<p>14. Ensures that subordinate and staff follow internal controls and standards. 15. Performs other duties as assigned.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. N/A

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree or CRA certification.
At the department's discretion, experience may be substituted for education on a year-for-year basis.	

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 five 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.	N/A

Equipment

Required	Preferred
PC and general office equipment.	N/A

Working Conditions

Usual	Special
Normal office environment.	N/A

Supervision

Received	Given
General supervision from assigned management.	Guides less experienced staff.

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.