



The University of Texas at San Antonio™

Job Description

Job Title:	Pre-Award Specialist I	Job Family:	Institutional Research
Type:	Classified, Exempt	Job Code:	19146
Department:	Research	Salary Grade:	60
Reports to:	Research Service Center Director	Created/Revised:	08/2022
Work Modality:	On-Campus, Remote, Hybrid		

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 with any questions.

Job Summary

Responsible for the development and submission of routine grants/contracts.

Provide support for basic grants and contracts pre-award administration activities in the Research Service Center.

Core Responsibilities

1. Identifies and disseminates funding opportunities.
2. Reviews and applies sponsor requirements for proposal submission.
3. Assists Principal Investigators (PIs) in proposal development, including budget preparation.
4. Reviews cost sharing and determines that all cost sharing forms are complete
5. Assists PIs in electronic routing and submission of proposals.
6. Assists PIs with IRB, IACUC, and other compliance protocols and documentation.
7. Assists PIs with progress reports and final reports.
8. Assists PIs in meeting all deadlines and all sponsor requirements.
9. Provides general assurance documentation for proposal submission.
10. Assists the Research Service Center with the submission of proposals for internal proposal competitions.
11. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.
12. Performs other duties as assigned.

Minimum Requirements

Education/Certifications

- Bachelors degree from an accredited institution.

Experience

- One year of grant/research administration experience.
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Knowledge Skills & Abilities

- Excellent verbal and written communication skills
 - Proficient in Microsoft Office Suite
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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.