



The University of Texas at San Antonio™

Job Description

Job Title:	Pre-Award Specialist II	Job Family:	Institutional Research
Type:	Classified, Exempt	Job Code:	19147
Department:	Research	Salary Grade:	62
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 complex grants/contracts.

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

Core Responsibilities

1. Works on proposals of diverse scope where analysis of data requires an understanding of complex regulations.
2. Reads and evaluates proposal submission requirements in grants and contract submission documents.
3. Prepares proposals for submission to sponsoring agency through electronic means or paper (if required by agency).
4. Completes and approves transactions for RSC Director's signature or other authorized institutional official.
5. Guides less experienced staff or works as a team leader as needed.
6. May review and guide others in the review of financial and administrative proposal requirements to ensure compliance with institutional and sponsor policies.
7. May act as a technical specialist in a particular area, such as travel and entertainment.
8. Provides independently for proposal submissions and pre-award management in accordance with campus policies and agency requirements.
9. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.
10. Performs other duties as assigned.

Minimum Requirements

Education/Certifications

Required

- Bachelor's degree from an accredited institution.

Preferred

- CRA certification.

Experience

- Three years of grant/research administration experience.
- Criminal Background Check (CBC).

Knowledge Skills & Abilities

- Excellent verbal and written communication 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.