



The University of Texas at San Antonio™

Job Description

Job Title:	Pre-Award Specialist III	Job Family:	Institutional Research
Type:	Classified, Exempt	Job Code:	19148
Department:	Research	Salary Grade:	63
Reports to:	VP Research	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 highly complex and technical grants/contracts.

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

Core Responsibilities

1. Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues/problems without precedent and/or structure.
2. Works on proposals that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.
3. Uses advanced contracts and grants concepts to manage a high volume of proposals and sub-awards submissions; many involving significant complexity.
4. Reviews and guides others in the review of financial and administrative management requirements of proposal submission to ensure compliance with institutional and sponsor policies.
5. Works independently to assess complex contract and grant proposal requirements, develops budgets, obtains cost sharing commitments, and organizes sub-award proposal documentation.
6. Leads in working with the Sr. Research Award Coordinator and the RSC Director to resolve pressing concerns in time for meeting submission deadlines.
7. Works on proposals of diverse scope where analysis of data requires a thorough understanding of complex regulations.
8. Typically works highly complex proposals that may involve multiple Principle Investigators (PIs), complex task budgets with option years and/or multiple sub awards.
9. Assist PIs in managing their sponsored program portfolio.
10. Takes the lead in obtaining, under the direction of the PI, cost sharing documentation needed for proposal submission.
11. Good understanding of FAR clauses and the submission of contract proposals.

12. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.
 13. Performs other duties as assigned.
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Minimum Requirements

Education/Certifications

Required:

- Bachelor's degree from an accredited institution

Preferred:

- Master's degree or CRA certification

Experience

- Five years of grant/research administration experience.
 - Criminal Background Check (CBC).
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Knowledge Skills & Abilities

- Demonstrated independent decision-making and problem-solving ability
 - Excellent verbal and written communication skills
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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.
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