

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: OSP Project Manager  
Code: 17050  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Sponsored Programs/Research Administration  
Reports To: Director of Sponsored Programs

---

## *Summary*

- Function: To provide oversight and coordination for time and effort activities in regards to sponsored programs. Manages assigned OSP Projects.
- Scope: Responsible for monitoring, maintaining and reporting time and effort activities.

## *Duties*

- Typical:
  1. Coordinates and maintains time and effort functions: records, registrations, educational, and reporting requirements.
  2. Reviews and interprets reporting activities to ensure compliance with applicable federal, state and university laws, polices and procedures
  3. Ensures procedures are established to manage and correct funding issues related to effort reporting.
  4. Manages assigned OSP projects.
  5. Maintains reporting records; oversees and manages timeliness of reporting efforts.
  6. Coordinates with researchers, support staff, research administration and compliance areas in time and effort commitments.
  7. Assists with the implementation and administration of the University's electronic time and effort system.
  8. Provides training in time and effort management and reporting.
  9. Compiles reports; reviews data for accuracy and integrity.
  10. Responds to audits regarding time and effort.
  11. Performs other duties as assigned.
- Periodic:
  1. Attends meetings; serves on committees.
  2. Assists in updating OSP websites.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Demonstrated excellent written and verbal communications skills.	N/A
Knowledge of time and effort reporting policies and regulations.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Six years of progressively responsible experience in research administration, including grant development, implementation, close-out, budget management, and office management.	Supervisory experience.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer, Microsoft Office Suite, database software, and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Occasional evening and weekend hours.

***Supervision***

<b>Received</b>	<b>Given</b>
Determines own work methods and solves problems; minimal supervision while work is in process.	May indirectly supervise support 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.