

The University of Texas at San Antonio

Job Description

Job Title: Research Post Award Administrator II
Code: 19130
Salary Grade: 58
FLSA Status: Exempt
Department/Division: VP Research
Reports To: Research Service Center Director

Summary

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

Duties

- Typical:
 1. May be responsible for duties of RAA I.
 2. Assists Principal Investigators (PIs) in managing their grant/contract budgets.
 3. Provides monthly reconciliation of budgets and obtains review and certification of PIs and submits reconciled budgets to Research Service Center Award Administrator III for sign off.
 4. Provides initial Pro-card reconciliation.
 5. Works with PIs in Time & Effort certification processes.
 6. Prepares billings for users and receives funds for research recharge centers or specialized research units, as appropriate.
 7. Minimizes cost transfers; however if needed, prepares the cost transfer and works with PIs to complete.
 8. Assists PIs in managing their sponsored program portfolio, including the terms and conditions of all awards.
 9. Manages equipment inventory and receives supplies and inventory.
 10. Creates purchase orders for sub-awards as needed.
 11. Assists in the management of cost sharing and/or program income accounts.
 12. Assists Research Post Award Administrator I, as needed.
 13. Conducts analysis and designs reports to track staffing and financial resources. Performs needs analysis for feasibility of revenue accounts for collaborative projects.

14. Performs other duties as assigned.
<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.	CRA certification.

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 three 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.