

The University of Texas at San Antonio

Job Description

Job Title: Research Pre-Award Administrator II
Code: 19147
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 pre-award administration activities in the Research Service Center.
- Scope: Responsible for the development and submission of complex grants/contracts.

Duties

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

Education

Required	Preferred
Bachelor's degree from an accredited institution.	CRA certification.

Other Requirements

Required	Preferred
Outstanding communication skills.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of grant/research administration experience.	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.
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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.