

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Research Pre-Award Administrator III

Code: 19148

Salary Grade: 59

FLSA Status: Exempt

Department/Division: VP Research

Reports To: Research Service Center Director

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## *Summary*

- Function: To provide support for highly complex grants and contracts pre-award administration activities in the Research Service Center.
  
- Scope: Responsible for the development and submission of highly complex and technical grants/contracts.

## *Duties*

- Typical:
  1. May be responsible for duties of RAA I and II.
  2. 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.
  3. Works on proposals that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.
  4. Uses advanced contracts and grants concepts to manage a high volume of proposals and sub-awards submissions; many involving significant complexity.
  5. Reviews and guides others in the review of financial and administrative management requirements of proposal submission to ensure compliance with institutional and sponsor policies.
  6. Works independently to assess complex contract and grant proposal requirements, develops budgets, obtains cost sharing commitments, and organizes sub-award proposal documentation.
  7. Is the lead in working with the Sr. Research Award Coordinator and the RSC Director to resolve pressing concerns in time for meeting submission deadlines.
  8. Works on proposals of diverse scope where analysis of data requires a thorough understanding of complex regulations.
  9. Typically works highly complex proposals that may involve multiple

<p>Principle Investigators (PIs), complex task budgets with option years and/or multiple sub awards.</p> <p>10. Assist PIs in managing their sponsored program portfolio.</p> <p>11. Takes the lead in obtaining, under the direction of the PI, cost sharing documentation needed for proposal submission.</p> <p>12. Good understanding of FAR clauses and the submission of contract proposals.</p> <p>13. Performs other duties as assigned.</p> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. N/A</li> </ol> </li> </ul>
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***Education***

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

***Other Requirements***

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

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of grant/research administration experience.	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
PC and general office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office environment.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
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.