

Job Title	Research Administrator 2
Job Type	Staff
Posting Number	S003946
Hiring Department	Child & Family Center:H0509
Grade	UHE 110
Hiring Range	\$3881.00-\$5047.00
Full Time/Part Time	Full-time
App Type Search By	External / Internal
	<p>Performs the more complex pre-award and post-award administration of federal, state, private profit and private non-profit grants and contracts awarded to the University of Houston. Serves as team leader for research administration team for assigned college units.</p> <p>Reviews and submits proposals to external funding sources; initiates the creation of cost centers according to awarded project terms and conditions and modifies cost centers according to revised award notices.</p> <p>Provides guidance and expertise to faculty, department administrators and university executives on a wide variety of grants and contracts issues.</p> <p>Responsible for customer problem review and resolution for research administration team.</p>
Job Description	<p>Develops and implements internal operating procedures for assigned team; coordinates the work activities of assigned team and provides work direction as needed.</p> <p>Maintains web based proposal submission and research administration using electronic research administration systems.</p> <p>Negotiates the terms and conditions of grants and sub-recipient awards with potential sponsors and awardees and reviews contracts in conjunction with the Research Contracts Officer.</p> <p>Researches sponsor's financial and administrative regulations applicable to funded projects.</p> <p>Evaluates expenditure reallocation documents according to federal, state and university guidelines for allowability, appropriateness and timeliness.</p> <p>Performs other job-related duties as assigned.</p>
Minimum Qualifications	<p>Requires a directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.</p> <p>Requires a minimum of three (3) years of directly job-related experience.</p> <ul style="list-style-type: none"> • Provide pre-award support to the Associate Dean of Research and faculty with internal and external funding submissions (sponsored research, training, and public service projects)
Additional Posting Information	<ul style="list-style-type: none"> • Responsible with pre-award administration, proposal preparation and submission processes • Provide faculty with all types of funding mechanisms, including grants, contracts, subcontracts, and cooperative agreements with federal, state, and private funders

- Planning and coordinating training sessions and workshops to promote future proposals and applications
- Identify applicable federal regulations such as OMB A21, OMB A110, etc., and understand how these regulations impact the formulation of proposal budgets.
- Attend the Research Administrators conference/meeting for updates to federal funding guidelines
- Assist the PI of the University of Houston Drug Abuse Research Development Program II (UHDARPII) with the implementation of the specific aims related to developing the research infrastructure and draft annual reports and applications for continued funding

Retirement Program	TRS
Minimum Posting Date	02/08/2016
Job Open Date	01/25/2016
Expected Closing Date On or Before	
Open Until Filled	No

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