UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Research Administrator

Job Code: 121203

OT Eligible: Yes
Comp Approval: 11/9/2016

JOB DESCRIPTION:

Assists in the preparation of routine proposals within parameters of sponsored and non-sponsored research guidelines. Assists in the development, preparation and finalization of project budgets. Serves as liaison and active partner between principal investigators, Office of Sponsored Research, research groups, and other departments. Collaborates with Office of Sponsored Research to ensure awards are set up properly, including cost-sharing awards, if applicable. Reviews and understands the terms and conditions of sponsored projects administered. Initiates expenditures. Downloads and monitors reports supporting project status. Participates in contract closeout process and audits inquiries. Coordinates and organizes events related to sponsored projects. Participates in and contributes to process improvements and group projects.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Assists in the preparation of routine proposals within parameters of sponsored and non-sponsored research guidelines. Coordinates and communicates submission process, both paper and electronic. Reviews documents for completeness and compliance.

Assists in the development, preparation and finalization of project budgets. Understands and provides budget justification, as requested.

Serves as liaison and active partner between principal investigators, Office of Sponsored Research, research groups, and other departments. Responds to routine sponsor inquiries.

Collaborates with Office of Sponsored Research to ensure awards are set up properly, including cost-sharing awards, if applicable.

Reviews and understands the terms and conditions of sponsored projects administered, including linked/footnoted terms and conditions not provided in hard copy or electronic copy.

Initiates expenditures. Monitors post award spending and commitment activity. Reviews and certifies monthly expenditure statements, and facilitates quarterly review by principal investigators.

Downloads and monitors reports supporting project status, and uses forecasting and decision aides under guidance.

Participates in contract closeout process and audits inquiries. Submits final reports and certificates.

Coordinates and organizes events related to sponsored projects, such as conferences, meetings, site visits, or sponsor reviews, as needed.

Participates in and contributes to process improvements and group projects, as required.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.
*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
- Bachelor’s degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 1 year

Minimum Field of Expertise:
- A Bachelor’s Degree or equivalent combination of education and experience with broad knowledge of relevant research computer software, e.g.: Microsoft Access, Word, Excel, PowerPoint; Outlook, SPSS, Visio, and SunGard. Experience in creating and analyzing statistical reports. Must be able to utilize computer technology to access data, maintain records and generate reports. Proven oral and written communication skills to interact with other employees.

Preferred Education:
- Bachelor’s degree

Preferred Experience:
- 2 years

Preferred Field of Expertise:
- Strong accounting skills; knowledge of basic accounting principles. Ability to complete Cardinal Curriculum I and II while in position.

Skills: Administrative:
- Answer telephones
- Communicate with others to gather information
- Compose correspondence
- Compose letters
- Customer service
- Gather data
- Input data
- Maintain filing systems
- Maintain logs
- Maintain records
- Research information
Understand and apply policies and procedures
Understand and enforce regulatory guidelines
Use database and/or word processing software

**Skills: Machine/Equipment:**
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Personal computer

**Supervises: Level:**
May oversee student, temporary and/or resource workers.

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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