UNIVERSITY OF SOUTHERN CALIFORNIA
Associate Research Administrator

Job Code: 121206

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

JOB DESCRIPTION:
Participates with principal investigator in the preparation of the administrative components of proposals within parameters of sponsored and non-sponsored research guidelines. Develops, prepares, and finalizes project budgets. Serves as primary 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 and cost-sharing requirements are fulfilled. Reviews and approves expenditures. Develops and communicates reports supporting project status. Participates in contract closeout process. Understands, applies, and advises on University and government policies for projects. Serves as a resource on subject area and overall technical resource to principal investigator and other University staff. Participates in and contributes to process improvements. Participates as a mentor and provides cross-training, as necessary.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

Participates with principal investigator in the preparation of the administrative components of proposals within parameters of sponsored and non-sponsored research guidelines. Oversees and communicates submission process, both paper and electronic. Reviews documents for completeness and compliance.

Develops, prepares, and finalizes project budgets. Provides budget justification.

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

Collaborates with Office of Sponsored Research to ensure awards are set up properly and cost-sharing requirements are fulfilled. Initiates cost transfers.

Reviews and approves expenditures. Advises on post award spending and commitment activity. Oversees compliance related to fund and revenue.

Develops and communicates reports supporting project status. Creates effective forecasting and decision aids.

Participates in contract closeout process. Submits final reports and certificates. Compiles information and documents needed for audit inquiries.

Understands, applies, and advises on University and government policies for projects.

Serves as a resource on subject area and overall technical resource to principal investigator and other University staff.

Participates in and contributes to process improvements. Leads other staff in group projects.

Participates as a mentor and provides cross-training, as necessary.
Perform 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  
- [x] 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:**

- 3 years

**Minimum Field of Expertise:**

- Basic knowledge of governmental regulations. Strong accounting skills. Competency in project management. A Bachelor’s Degree 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:**

- 4 years

**Preferred Field of Expertise:**

- Knowledge of procurement needs, including sole-sourcing, cost analyses, vendor requirements, and small business reporting. Ability to review a proposal or manage a project with understanding of the overall scope and goal of each sponsored project.

**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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