UNIVERSITY OF SOUTHERN CALIFORNIA

Research Administrator

Job Code: 121209

OT Eligible: No
Comp Approval: 11/9/2016

JOB DESCRIPTION:

Prepares complex proposals within parameters of sponsored and non-sponsored research guidelines. Develops, prepares, revises, and finalizes project budgets, and provides budget justification. Collaborates with Office of Sponsored Research to ensure awards are set up properly, including cost-sharing requirements are fulfilled. Reviews and approves expenditures. Develops and communicates reports supporting project status. Manages contract closeout process and audits inquiries. Serves as a Subject Matter Expert (SME). Interprets complex University and government policies. Identifies and implements process improvements. May negotiate and communicate with federal and state sponsors, industry sponsors, other institutions, and/or University schools or divisions in regard to application issues. Maintains currency on changes within legal, regulatory, competitive economic and technology environments which may affect specialized programs. Recruits, screens, hires, trains and directly supervises all assigned staff.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Prepares complex proposals within parameters of sponsored and non-sponsored research guidelines. Oversees and communicates submission process, both paper and electronic. Resolves issues relating to proposal preparation and submittal process.

Develops, prepares, revises, and finalizes project budgets, and provides budget justification. Obtains cost-sharing commitment and support. Serves as liaison and active partner between principal investigators, Office of Sponsored Research, research groups, and other departments. Responds to sponsor inquiries. Advises of new regulations.

Collaborates with Office of Sponsored Research to ensure awards are set up properly, including 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, scenarios and decision aids.

Manages contract closeout process and audits inquiries. Submits final reports and certificates.

Serves as a Subject Matter Expert (SME). Interprets complex University and government policies (FAR, Cost Accounting Standards, Office of Management and Budget circulars, sponsored guidelines, etc.) for project and University personnel and helps guide other staff in interpreting complex policies.

Identifies and implements process improvements. Participates in and leads cross campus projects. Trains and advises staff and other University personnel on issues requiring specific technical expertise.

Assists in the development and administration of program budgets and the determination of resource allocations. Provides recommendations regarding budget,
time, and scope implications. Provides forecasts and financial status reports as needed. Negotiates and oversees subcontracted services as necessary. Maintains accurate records and receipt processing.

May negotiate and communicate with federal and state sponsors, industry sponsors, other institutions, and/or University schools or divisions in regard to application issues, terms and conditions, cost sharing, direct and indirect costs, general compliance with University guidelines, payment schedules, publication restrictions, ownership rights, confidentiality, intellectual property, and overall proposal and award rules and regulations.

Maintains awareness and knowledge of current changes within legal, regulatory, competitive economic and technology environments which may affect specialized programs. Ensures core compliance with all local, state and federal regulations as they pertain to the University or its research. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences. Makes formal presentations. Represents University and/or unit, as assigned or appropriate.

Recruits, screens, hires, trains and directly supervises all assigned staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Oversees onboarding and orientation of new employees to ensure that duties, responsibilities, work requirements and performance standards are clearly understood. Assesses staff development needs. Promotes staff participation in educational opportunities and activities. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on day-to-day basis. Ensures timely completion of unit's work.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. 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:

5 years
Minimum Field of Expertise:

Expert knowledge and fluency of governmental regulations (e.g. FAR, A-21, A-110, A-133, CAS). Knowledge and ability to understand, interpret, and communicate University policies and procedures. Excellent oral, written, and communication skills. Excellent analytical skills; demonstrated proficiency in Excel and web-based tools. Strong accounting skills; knowledge of accounting principles. Expert in project management, including managing international collaborations and complex multi-sub award contracts. Knowledge of personnel management, including proposing effort for and training and hiring of students, post-doctorals, academic appointments, regular staff, bargaining unit staff, and consultants, along with the circumstances appropriate for each type of position.

Preferred Education:

Master’s degree

Preferred Experience:

7 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: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conflict resolution
Counseling
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Networking
Organization
Public relations
Public speaking/presentations
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Personal computer

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Administrative

SIGNATURES:
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.

The University of Southern California is an Equal Opportunity Employer