UNIVERSITY OF SOUTHERN CALIFORNIA
Senior Research Administrator
Job Code: 121211

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

JOB SUMMARY:
Manages a portfolio of complex grants and contracts. Monitors proposal caseload and makes assignment recommendations accordingly. Delegates tasks and projects, when necessary. Resolves extremely complex issues escalated from team members and determines if further review is necessary by senior management or key University constituencies. 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. Oversees cross campus projects. Trains and advises staff and other University personnel on issues requiring specific technical expertise. Develops and administers program budgets and determines resource allocations. Reviews changes requested by staff and project stakeholders and provides recommendations regarding budget, time, and scope implications. Makes major budgetary allocation decisions. Provides forecasts and financial status reports as needed. Negotiates and oversees subcontracted services as necessary. Maintains accurate records and receipt processing.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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<td>Manages a portfolio of complex grants and contracts. Provides short-term backup coverage for Research Administrators during periods of absence or leave.</td>
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<td>Monitors proposal caseload and makes assignment recommendations accordingly. Delegates tasks and projects, when necessary. Monitors workflow and processes and makes adjustments as required. Conducts performance appraisals. Provides coaching and mentoring, as necessary.</td>
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Negotiates and communicates 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.

Serves as primary liaison between principal investigators, Office of Sponsored Research, research groups, senior University management and high profile sponsors, as required.

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.

Directly or indirectly manages program and administrative staff, usually through subordinate managers and supervisors. Recruits, screens, hires, and trains staff, as necessary. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives. Recommends, approves and monitors professional training and development opportunities for staff.

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:**
7 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:**
10 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:

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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