Job Posting Preview

15-Oct-2020
Research Advancement Administrator Sr
Research Advancement Admin Sr
63520BR

Job Description

Under general supervision, the Research Advancement Administrator Senior will support the School of Social and Family Dynamics by providing direct support to research investigators in the area of proposal preparation, post-award management, and management of research advancement team of two. The RAA Senior will be responsible for defining tasks, responsibilities and outcomes; assisting in resource planning to meet the needs of project and/or School goals and schedules; and documenting activities and tracking progress. This position may provide recommendations to upper-level management and will prepare complex analysis of trends and metrics to assist in unit decisions. This position will serve as a liaison across campus between colleges, schools, departments and research investigators in interactions with the Office of Research and Sponsored Project Administration (ORSPA), as well as outside sponsors, to ensure the integrity and quality of future and ongoing research.

Campus/Location
Campus: Tempe

Full-Time/Part-Time
Full-Time

Scope of Search
Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range
$59,000 - $64,500 per year; DOE

Close Date
20-October-2020

Essential Duties

The Research Advancement Administrator Senior will work closely with the team, the PIs, ORSPA, and others to coordinate all research related activities within the School. Duties may include:
• Management of Research Advancement team of two.
• Supervise and train RA team in both pre and post-award activities
• Maintain, update, and create School process, policies, and guidelines in line with overseeing agencies and offices
• Effectively communicate and work alongside business operations team when areas overlap
  Award management and close out tasks.
• Develop budgets and maintain spreadsheets for unit research faculty for sponsored projects purposes
• Ensure timely and accurate post-award accounting of grants and contracts; review reconciliation of accounts for compliance of charges in accordance with sponsoring agency/contract conditions and requirements.
• Provide monthly financial reports to PI including project future expenses and burn rate for sponsored funds.
• Provide information, guidance, and interpretation of federal and state regulations governing management of grants and contracts
• Maintain all applicable project records and files for accounts managed in designated shared department files; decide proper handling of financial transactions; cost center manager approval for financial transactions within designated limits and sponsored and IIA accounts
• Work with department business office and university financial services to administer post-award grants management including approving procurement and travel requests and claims charged against sponsored accounts
• Coordinate with department HR office to fill and maintain staffing needs for sponsored projects according to award guidelines including course buy-outs for faculty and plan and approve summer salary for research faculty and graduate students
• Provide non-transactional post-award support with financial reports preparation and annual reports to sponsors
• Work in conjunction with ORSPA and investigator to ensure timely and accurate post-award accounting of grants and contracts

Onboarding awards
• Review new grant and contract awards terms and conditions during onboarding process
• Submit just-in-time documentation to sponsored projects office to help facilitate account set-up process.
• Interpret contracts and other award documents to assist research faculty in the administration of the award or contract.

Serve as liaison between department and investigators including with:
• ORSPA and university financial services
• Assist faculty in preparation and routing of internal sponsored forms such as pre-award costs, budget revisions, no-cost extensions, at-risk accounts, CAS exceptions
• Provide analytics (chartbooks, pivot tables) for sponsored project activity for SSFD to department director as needed.

Minimum Qualifications
Bachelor's degree in a related field. Five years of experience in a field appropriate to the area/unit of assignment OR Any equivalent combination of education and/or experience from which comparable knowledge, skill and abilities have been achieved.

**Desired Qualifications**

- Evidence of effective communication in person, writing, and by phone
- Experience in recognizing, prioritizing and escalating urgent/conflicting requests
- Experience in preparing detailed documents, proposals, reports, and/or related materials
- Experience working with ERA and Workday
- Experience in utilizing knowledge of research administration to identify solutions to issues
- Demonstrated knowledge of federal regulations as they apply to research administration (Uniform Guidance)
- Demonstrated knowledge of grants, contracts procedures and administration of awards
- Demonstrated knowledge of proposal submission platforms
- Experience in understanding user needs, requirements and requests to identify priorities
- Demonstrated knowledge of overall unit objectives/goals with ability to work effectively across boundaries
- Experience in analysis of data for identification of trends

**Working Environment**

- Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting.
- Use visual acuity and manual dexterity associated with daily use of desktop computer.
- Bending, stooping, reaching and lifting up to 20 pounds.
- Ability to work both independently or within a complex structured team.
- Normally receives no instructions on routine work and general instructions on new assignments with review of completed tasks. Exercises judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions.

**Department Statement**

For more information on the Sanford School, please visit our website at [https://thesanfordschool.asu.edu](https://thesanfordschool.asu.edu)

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and
environmental health of the communities it serves. Its research is inspired by real
world application blurring the boundaries that traditionally separate academic
disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona,
the nation's fifth largest city. ASU champions intellectual and cultural diversity, and
welcomes students from all fifty states and more than one hundred nations across the
globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal
Opportunity/Affirmative Action Employer. All qualified applicants will be considered
without regard to race, color, sex, religion, national origin, disability, protected veteran
status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report
In compliance with federal law, ASU prepares an annual report on campus security
and fire safety programs and resources. ASU’s Annual Security and Fire Safety
You may request a hard copy of the report by contacting the ASU Police Department
at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources,
neighborhoods, hospitals, community events, and taxes, visit
https://cfo.asu.edu/relocation-services.

Employment Verification Statement
ASU conducts pre-employment screening which may include verification of work
history, academic credentials, licenses, and certifications.

Background Check Statement
ASU conducts pre-employment screening for all positions which includes a criminal
background check, verification of work history, academic credentials, licenses, and
certifications. Employment is contingent upon successful passing of the background
check.

Instructions to Apply
Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94),
job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the
Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

**IMPORTANT NOTE:** What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor's degree is equal to four years of experience.