

# Sponsored Programs Administrator

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## Position Details

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### Position Information

<b>Posting Number</b>	SP002867P
<b>Position Title</b>	Sponsored Programs Administrator
<b>Location</b>	Moscow
<b>Division/College</b>	University Research (Div)
<b>Department</b>	University Research
<b>FLSA Status</b>	Overtime Exempt
<b>Employee Category</b>	Exempt
<b>Pay Range</b>	\$51,200 or higher on depending on experience and education.
<b>Type of Appointment</b>	Fiscal Year
<b>FTE</b>	1.0
<b>Full Time/Part Time</b>	Full Time

**Position Overview** This position facilitates the submission of proposals for external funding by the University of Idaho. University faculty and staff create proposals to outside agencies to fund research, instruction and public service projects through the University. The Sponsored Programs Administrator position is responsible for providing leadership for research administration, supporting the research endeavors of the University faculty, ensuring the responsible stewardship of research funding, and overseeing the submission of proposals by reviewing those proposals to ensure compliance with federal, state, university and sponsor regulations and guidelines.

**Unit Overview** The Office of Sponsored Programs is responsible for ensuring the responsible stewardship of research funding, and overseeing the submission of proposals by reviewing those proposals to ensure compliance with federal, State, University and sponsor regulations and guidelines.

**Funding** This position is contingent upon the continuation of work and/or funding.

**A visa sponsorship is available for the position listed in this vacancy.** Uncertain

**Internal Posting?**

### Position Responsibilities

**Key Accountability** Assist with Submitting High Quality Proposals on behalf of the University by:

- Job Duties**
- Assisting faculty with the completion of proposal materials through the University's internal proposal routing system.
  - Reviewing sponsored program application materials and coordinating proposal submissions according to sponsor guidelines and in compliance with University requirements.
  - Assisting in the review and development of proposal budgets (including cost share and program income if appropriate) by advising proposal preparers on items such as

- personnel costs, facilities and administrative costs and subawards or subcontracts.
- Performing an independent review of proposal components for compliance with items such as export regulations, conflict of interest, regulatory compliance, agency guidelines, University policies and procedures, and institutional authorizations to ensure the University can comply with the proposed work.
  - Coordinating with the Contract Review Officer, Assistant Director of Sponsored Operations, Office of Research Assurances, University Office of Technology Transfer, and other offices as necessary during proposal review, for assistance with review and negotiation of terms and conditions that may be potentially problematic for the University due to current laws, policies or procedures.
  - Coordinating with collaborating institutions to ensure the University's protection and to secure required documentation for participation as a subrecipient.
  - Communicating regularly with faculty, departments, colleges and units with regards to the proposal's status.
  - Identifying and notifying investigators and administrators of required changes and/or corrections to proposal documents.
  - Ensuring such changes/corrections are completed prior to sending the proposal to the Authorized Organizational Representative for final approval.
  - Instructing faculty/staff in the utilization of internal and external (sponsor) electronic submission and compliance systems.
  - Ensuring all approvals, signatures and documentation are in place prior to electronic submissions.
  - Assisting in the review, entry and integrity of data entry.

**Key Accountability**

Ensure Compliance with Sponsor Regulations and University Policies by:

**Job Duties**

- Interpreting Sponsor guidelines, Federal and State regulations and UI Policy as they apply to proposals and awards and explaining the application of such policies to the UI research community.
- Remaining up-to-date with changing state, university and federal policies pertaining to sponsored projects.
- Serving as a liaison with sponsor staff on proposal-related administrative issues.
- Providing assistance, interpretation and guidance to principal investigators (PIs) and other University employees on the applicable laws and regulations surrounding sponsored projects.
- Developing, delivering and participating in workshops and seminars to obtain training and train others in research administration.
- Instructing faculty/staff in utilization of internal and external (sponsor) electronic submission and compliance systems.
- Representing OSP at meetings or on committees within the University and at professional meetings.

**Key Accountability**

Facilitate Continuous Improvement in the Unit by:

**Job Duties**

- Periodically reviewing policies and procedures and suggesting improvements or corrections.
- Updating and assisting in implementation of any changes.
- Updating and maintaining training and procedural manuals for the pre-award unit.
- Performing special projects as assigned.

**Key Accountability**

Contribute to team effort by:

**Job Duties**

- Establishing and maintaining respectful, cooperative and productive work relationships with co-workers, team members, supervisors, and other members of the University community by engaging with constituents through training, mentoring, and campus community events when appropriate.
- Meeting the workplace objectives in support of the University's research mission by demonstrating accuracy and thoroughness, self-monitoring, and implementation of constructive criticism by efficiently and consistently processing accurate proposals for sponsor submission.
- Maintaining efficiency and work productivity by analyzing and applying organizational strategies to fit workload and current assignments, including: prioritizing, managing multiple tasks effectively, and planning own work activities according to established timelines and schedules.
- Utilizing one on one time with supervisor, director, and teammates by anticipating issues in accomplishing work and communicating in advance to affected parties.
- Communicating in both verbal and written forms in a professional manner.

## Position Qualifications

### Required Experience

- Two years of experience in research administration or sponsored projects administration.
- Working independently and with limited supervision.
- Managing multiple projects under tight deadlines and completing tasks with multiple interruptions and distractions.
- Analyzing information from a variety of sources, identifying problems, defining alternatives and developing recommendations.
- Editing and writing business correspondence using proper grammar and punctuation as demonstrated in application materials.
- Working in a regulated environment dependent upon strict compliance with proposal guidelines, agreement or contract terms, policies, regulations and/or laws.
- Assisting internal and external customers with the translation of complicated policies, procedures, regulations and/or terms and conditions.
- Knowledge of Federal regulations governing cost principals and research compliance for educational institutions.
- Experience using standard word processing, spreadsheet and email software.

### Required Education

- High school degree or GED

### Required Licensures, Certifications or other

### Additional Preferred

#### Education:

- Bachelor's degree in business, communications, public administration, or a field relevant to sponsored programs administration.

#### Experience:

- Analyzing information from a variety of sources, identifying problems, defining alternatives and developing recommendations.
- Using the Banner database system, specifically the finance and human
- With the use of sponsoring agency's electronic proposal submission systems (NSF, Grants.gov, NSPIRES, NOAA Grants Online, DOE IIPS, etc).
- Argos and/or other database systems.
- With extrapolation in the use of a previous related solution, to resolve a separate unique problem, which supports making sound decisions by applying policies and procedures and using available resources.

#### Knowledge of:

- Ethics and confidentiality principles and practices.
- University of Idaho policies, regulations and administrative practices.
- University of Idaho budgeting guidelines and procedures.
- Grant and contract administration processes and procedures, including those at the University of Idaho at the pre or post-award levels.

#### Ability to:

- Establish and maintain effective working relationships with supervisors, co-workers and the public.
- Serve as a liaison between internal and external entities and individuals in the coordination of activities and resolution of issues

### Physical Requirements

### Working Conditions

### Degree Requirement

Listed degree qualification is required at time of application.

### Posting Information

### Posting Date

06/16/2021

### Closing Date

<b>Open Until Filled</b>	Yes
<b>Special Instructions to Applicants</b>	First consideration for applications is August 12, 2021.
<b>Background Check Statement</b>	Applicants who are selected as final possible candidates must be able to pass a criminal background check.
<b>EEO Statement</b>	The University of Idaho (U of I) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, U of I does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information or status as any protected veteran or military status in its programs or activities, including employment, admissions and educational programs.

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## Applicant Documents

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### Required Documents

1. Resume/CV
2. List of References
3. Letter of Qualification

### Optional Documents

None

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?
  - o Academic Keys
  - o Association of Public and Land Grant Universities (APLU)
  - o Chronicle of Higher Education
  - o Craig's List
  - o Department of Labor/Job Service including Job Central or Idaho Works
  - o Facebook
  - o Higheredjobs.com
  - o Higher Education Recruitment Consortium (HERC)
  - o Indeed.com
  - o LinkedIn
  - o National Association of State Universities and Land-Grant Colleges (website)
  - o Newspaper
  - o Professional Listservs (Ex: NACUBO, AAAE, ISMC, ect.)
  - o UI Employee
  - o UI Register
  - o University of Idaho Website
  - o Veterans in Higher Ed
  - o Diverse: Issues in Higher Education
  - o Word of Mouth
  - o Other Advertising Venue