

**GALLAUDET UNIVERSITY  
RESEARCH ADMINISTRATOR**

**Job ID** 384

**Location** Gallaudet University

**Description** Technology Access Program

**Full/Part Time** Full-Time

**Regular/Temporary** Regular

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**SUMMARY:**

Reporting to the Director of Technology Access Program, the Research Administrator consults with and advises the Director; ensures compliance with Federal, State and Local regulations and University policies; performs project management, ensuring established goals and timelines for project and/or subaward output and outcomes are met; performs bookkeeping and fiscal reconciliation with the Finance Office; organizes and prepares materials for annual site visits and/or annual performance reports; coordinates with the Office of Sponsored Programs to effectively communicate with and report to the funding agency or agencies; coordinates with Contracts and Purchasing to ensure effective implementation and monitoring of subawards and their contracts; and supervises student assistants and Center support staff.

**PRINCIPAL ACCOUNTABILITIES:**

- I. Analyzes and evaluates subcontracts for compliance with Federal, State and Local regulations and University requirements; determines restrictions related to spending, prior approval requirements, applicable cost principles and cost sharing requirements; and prepares required documentation and obtains official University signatures.
- II. Supports PI in the development of proposals and related financial narratives and budgets.
- III. Coordinates and advises in the preparation of operating budget and projections; and monitors and controls expenditures against annual budget.
- IV. Tracks and manages funded projects to ensure compliance with timelines, reporting requirements and expectations for outputs and outcomes.
- V. Develops effective systems to accurately track funds and complete monthly budgetary reports; reviews grant financial status reports on a regular basis and ensures that grants and contracts are being spent in accordance with approved budgets and works with PI to address any issues that arise.
- VI. Maintains a current knowledge of changing institutional policies and federal requirements governing externally funded grants and contracts.
- VII. Reviews/processes invoices, purchase orders, travel vouchers, reimbursements and credit card activities.
- VIII. Maintains database of research and development outputs and meets sponsor reporting requirements.

- IX. Keeps track of human subjects compliance and processes the Institutional Review Board (IRB) renewals.
- X. Identifies and assists in the implementation of common grant management issues related to required changes in faculty contracts and hiring of grant-funded personnel; and liaises with HR and other internal departments to onboard new employees.
- XI. Acts as the main point of contact between the Center, Office of Sponsored Programs and Research Support, Contracts and Purchasing, and the Finance Office on grant related issues, acting when necessary to facilitate compliance with University policies and procedures.
- XII. Reviews and verifies accuracy of Federal Effort Reports for timely certification.
- XIII. Initiates and oversees implementation of special projects, as assigned; and provides functional oversight to support staff engaged in project activities.
- XIV. Assists the Principal Investigator (PI), Director, and members of the center with various administrative tasks associated with the day-to-day operations of the Center.
- XV. Establishes and maintains a positive and supportive working relationship with co-workers and supervisor.
- XVI. Shows a genuine commitment to diversity, equity and inclusion in the workplace; and participates in activities and workshops to foster continuous learning.
- XVII. Serves as a mandatory Title IX reporter; and takes annual Title IX training as part of the compliance effort.
- XVIII. Performs other related duties, as assigned.

#### SPECIFICATIONS:

Required Minimum Qualifications (When the candidate's resume meets these qualifications, it will be screened in.):

- Bachelor's degree.
- A minimum of three years of administrative experience in budget and office management.

Preferred Qualifications (While not required, it is an advantage for what the position needs.):

- Master's degree.
- Experience in professional writing and editing of correspondence and documents.
- Experience with file maintenance and database management

Knowledge, Skills and Abilities (Qualities that will help the incumbent be more successful in the position.):

- Proficiency with computer software programs (e.g., PeopleSoft and MS Excel).
- Excellent ability to work independently under very stringent timelines.
- Excellent interpersonal and organizational skills.
- Demonstrated ability to efficiently handle complex as well as routine tasks.
- Demonstrated ability to work with and across University departments, outside constituents and Groups.

- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

Other Important Information:

- This is a remote position.
- The incumbent will be required to travel to the University occasionally.
- If the incumbent has no knowledge of American Sign Language, the incumbent is expected to achieve an ASLPI score of 1 plus within two years of employment. If the incumbent is hired with some knowledge of American Sign Language, the incumbent is expected to achieve an ASLPI score of 2 within two years of employment. The supervisor must ensure that the incumbent receives the necessary support to meet this goal.
- All employees are expected to be fully vaccinated against COVID-19 and will be required to submit their vaccination record prior to entering campus or by 45 days of employment, whichever is earlier.
- The successful candidate will undergo a background check that must be cleared prior to working at Gallaudet University.

Gallaudet University is an equal opportunity employer/educational institution and does not discriminate on the basis of race, sex, national origin, religion, age, hearing status, disability, genetic information, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act, the Age Discrimination in Employment Act, the District of Columbia Human Rights Act, and other applicable laws and applies to all procedures affecting applicants and employees including, but not necessarily limited to: recruitment, hiring, placement, promotion, transfer, reassignment, reappointment, tenure, demotion, selection for training, layoff, furlough, and termination, compensation, and all other conditions or privileges of employment.

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