

College Sponsored Programs Administrator

Position Details

Position Information

Posting Number	SP003103P
Position Title	College Sponsored Programs Administrator
Location	Moscow, Off Campus Location - This position may be eligible for remote work within the United States.
Division/College	University Research (Div)
Department	University Research
FLSA Status	Overtime Eligible
Employee Category	Classified
Pay Range	\$20.00 per hour or higher depending on experience
Type of Appointment	Fiscal Year
FTE	1
Full Time/Part Time	Full Time

Position Overview

The College Sponsored Programs Administrator (CSPA) provides unit-level support to faculty and staff in the development and submission of research, instruction and outreach proposals for external funding and post-award management of sponsored projects. The position will provide administrative and technical guidance and support, ensuring submission of high-quality proposals and maintain appropriate stewardship of funding to comply with federal, state, university, and sponsor guidelines.

The incumbents will participate in a one-year intensive training program within the Office of Sponsored Programs under the supervision of the Assistant Director for Sponsored Programs Operations prior to working in the unit. The training program includes immersive learning about both pre- and post-award processes, best practices and associated policies, processes, and regulations. The CSPA would be placed in the college following the training program to provide support as described in the following key accountability areas.

We will be hiring 3 of these positions with one of them being a shared position between two colleges.

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.

The mission of the **College of Engineering** is to prepare students for global professional practice, for admission to advanced degree programs, for leadership in their public and private lives, and for life-long learning in their chosen professions. We promote discovery, development, and dissemination of knowledge through excellence in research, and provide quality academic courses and continuing education to enhance the capability of practicing professionals. Through our scholarly activity, we have the responsibility to be a major contributor to our state, region, and nation's economic and technology base, while contributing to the body of knowledge for an array of research topics.

Our vision is to be an engine of innovation that integrates student-centered academics, relevant research, and meaningful outreach that advances Idaho and beyond.

The University of Idaho **College of Education, Health and Human Sciences (EHHS)** is committed to serving the people of Idaho and the region by providing a diverse set of educational programs that emphasize leadership and are based on the latest research. EHHS has a strong reputation for innovation and engagement in Idaho, the Northwest and beyond. As

an EHHS community, we continue the tradition of excellence in innovative and scholarly engagement that cultivates transformation in teaching, learning, leadership and well-being.

Delivering on the university's land-grant mission, the **College of Art and Architecture** contributes to the well-being of statewide and global communities through innovative design education that safeguards sustainability, economic resiliency, cultural vibrancy and the common good. Our faculty and graduates' leading-edge work emerges from an arts foundation, a strong commitment to design integration and disciplinary specificity with an aim to create environments that enrich our communities and our world. The College of Art and Architecture strives to empower the next generation of artists and designers to positively impact a rapidly changing world in one of the fastest growing states in the nation. We design with communities and industry partners, conduct hands-on research and infuse our work with empathy, storytelling, placemaking and creativity. The college prides itself on offering an array of galleries, centers, and outreach programs around the state, as well as around the world. The diversity of student opportunities offered through the college is representative of the mission to empower the next generation of creative makers and prepare them for the challenges of the future. The College of Art and Architecture offers both undergraduate and graduate degrees through its five academic programs (Architecture, Art + Design, Interior Architecture & Design, Landscape Architecture, and Virtual Technology & Design).

To learn more about CAA, visit <https://www.uidaho.edu/caa>

The **College of Science** offers outstanding programs of undergraduate and graduate study in the fields of biology, microbiology, biochemistry, molecular biology, chemistry, geography, geology, mathematics, statistics, and physics. Our faculty include world-class researchers who do groundbreaking work, and our students have the opportunity to share in that excitement. Whether in the laboratory, in fieldwork, or the classroom, our students are engaged in active learning of science and scientific principles.

Funding

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

Uncertain

Internal Posting?

Position Responsibilities

Key Accountability

Pre-Award

Job Duties

- Working directly with the Principal Investigator (PI) to identify, prepare, and submit proposals to non/federal sponsors and ensures timely submission of required annual reports, continuation applications, just-in-time submissions, no-cost extensions or other administrative changes.
- Working directly with the PI to develop proposal budgets and reconcile award budgets in accordance with the needs of the research plan, agency, and University requirements. Gathering needed documentation and manages the execution of sub-awards, sponsored consulting agreements, amendments, material transfer agreements, and data use agreements.
- Reviewing all applications against university guidelines, in addition to drafting progress reports, non-competing applications, amendments, and budgeting. Responsible for all data entry and preparation of grant reports and trend analysis.

Key Accountability

Post Award

Job Duties

- Working collaboratively with OSP to ensure the award setup accurately reflects the terms and conditions of the award as well as anticipated spending.
- Preparing documentation for OSP to draft subawards and subcontracts, monitoring contract execution, account set-up, and compliance requirements. Assisting faculty with monitoring subawardee progress and invoicing to ensure project schedule is adhered to and all invoices and payments and processed in a timely and compliant manner.
- Assisting with the development of reports.
- Working with faculty and staff to ensure renewals/amendments/extensions are in place, or pre-award accounts are established in time, to prevent improper costing and cost transfers.
- Reviewing all expenditures to ensure that division researchers adhere to institutional policies and procedures, as well as to all applicable federal, state, and sponsor rules and regulations.

- Processing expenditures, journal entries, funding distributions, and or payroll and expense transfers in congruence with the colleges Financial Services Team.
- Assisting the PI with development and submission of progress reports as required by project sponsors. Tracing and reminding PI of progress report deadlines, instructions, and processes. Preparing materials for non-competing renewals in EIPRS and ensures timely submission.

Key Accountability

Provide Support by:

Job Duties

- Participating in Office of Sponsored Programs ongoing DGA training.
- Providing back-up processing support for fiscal processes within the unit.
- Leading and/or participating in unit projects and initiatives as assigned.

Position Qualifications

Required Experience

- Two years of financial support experience.
- Using computer software and applications for word processing, email, internet searches, and data organization.
- Editing and writing business correspondence using proper grammar and punctuation as demonstrated in application materials.
- Interpreting, applying, and explaining complex information such as regulations, policies or services.
- Independently solving problems and performing liaison activities in a work setting and coordinating activities requiring complex arrangements.

Required Education

- High School Diploma or equivalent

Required Licensures, Certifications or other

Additional Preferred

- Bachelor’s degree and/or four years’ experience as an administrative professional.
- Knowledge of University of Idaho policies and procedures.
- Experience developing and managing budgets, including responsibility for monitoring budget balances, approving expenditures, reconciling monthly statements, and providing input for budget development.
- Experience working with faculty, staff, and/or students in a university setting.
- Knowledge of 2 CFR 200, federal and state regulations that govern sponsored projects, and/or knowledge of University of Idaho policies pertaining to sponsored funding.
- Experience with Banner.
- Experience with VERAS.

Physical Requirements

Working Conditions

Degree Requirement

Listed degree qualification is required at time of application.

Posting Information

Posting Date

11/05/2021

Closing Date

Open Until Filled

Yes

Special Instructions to Applicants

Preferential review of applications will begin on November 19, 2021. Please address how you meet each minimum requirement in your letter of qualification.

Background Check Statement

Applicants who are selected as final possible candidates must be able to pass a criminal background check.

EEO Statement

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.

Applicant Documents

Required Documents

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

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

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