



**University of Wisconsin-Milwaukee**  
**Zilber College of Public Health**

**Vacancy Announcement**  
**Research Administrative Specialist**  
*Grants Administrator*

## **Who We Are:**

The University of Wisconsin-Milwaukee (UWM) is Wisconsin's second-largest university, with a unique dual mission of access and research to provide high-quality education for students from all backgrounds. UWM is one of 146 top research universities recognized as "R1" by the Carnegie Classification of Institutions of Higher Education. Along with its main campus in Milwaukee, UWM has branch campuses in Waukesha and Washington County.

UWM celebrates, values, and promotes the diverse voices and experiences of its students and employees and our community partners. We believe diversity enriches and strengthens our institution. UWM is committed to providing equitable access to opportunities for students and employees from every background. We aspire to create a campus climate that is welcoming to all. Learn more here: <https://uwm.edu/diversity-equity-inclusion/about-dei/>

The Zilber College currently has 39 full-time faculty and instructors across seven public and population health areas (biostatistics/health informatics, community and behavioral health promotion, environmental health, epidemiology, kinesiology, nutrition, and public health policy). Our faculty are experts on critical issues like air pollution and autism, cancer, cardiovascular disease, health disparities, big data on health, infant mortality, mass incarceration, nutrition, tobacco and e-cigarettes, water health, and more. Our students obtain an education informed by multiple fields, that delivers concrete skills through hands-on learning, from one of the nation's top universities for research and community engagement.

The Zilber College is Wisconsin's only college of public health accredited by the Council on Public Health Education (CEPH). It is also home to Wisconsin's only MPH path to the Registered Dietitian credential accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

The Zilber College embraces its mission to advance population health, health equity, and social and environmental justice among diverse communities in Milwaukee, the state of Wisconsin, and beyond through education, research, community engagement, and advocacy for health-promoting policies and strategies. We educate current and future health professionals in the science, practice, critical thinking, and leadership skills necessary to promote population health and reduce health inequities.

Milwaukee is a vibrant, diverse urban area on the shores of Lake Michigan with easy access to beaches, a thriving cultural scene, an expansive urban parks system, and hundreds of miles of bike lanes and paths. There is great enthusiasm within the Milwaukee area for promoting public health and systems change. Opportunities for collaborative research and practice across multiple institutions and community-based organizations are available. The Zilber School's five-story LEED-certified main facility near downtown provides ample space for collaborative, interdisciplinary research and anchors one of Milwaukee's transforming historic neighborhoods. Wet laboratories on the main UW-Milwaukee campus also provide complementary space for cutting-edge, laboratory-based public health research.

*Hybrid and fully remote work options may be available for this position. Specifics regarding work location requirements will be discussed during the interview process.*

## What We Offer:

- **Innovative, collaborative, and casual-work environment with flexible work/life balance schedules**
- **Challenging and progressive career development**
- **Competitive salary based on qualifications and experience**
- **Excellent comprehensive benefits package**
- **On-site health & wellness programs**
- **On-site affordable day care**
- **Best practice PTO policies and paid holidays**
- **Open communication, recognition programs, and team-building events**
- **And much more to motivated, results-oriented individuals who want to make a real difference in their community and role**

*Salary: Minimum \$75,000 (Final salary offer contingent upon skills, knowledge, and abilities as they relate to the position)*

## What You Will Do:

The Research Administrative Specialist (Grants Administrator) is responsible for performing post-award grants management in the Joseph J. Zilber College of Public Health (ZCPH). This position is located in the ZCPH Office of Research, where the successful applicant will work with a pre-award specialist and statistical support specialist. The Grants Administrator (GA) will report to ZCPH Associate Dean for Research and will manage the post-award administration for sponsored programs for grants within the ZCPH, conduct effort certification for investigators on those grants and will serve as a liaison among principal investigators (PI's), university administrative units, sponsors, and departments/deans on award review, set-up and financial management. The GA will assist with pre-award activities if/when needed but will focus primarily on post-award activities.

### Primary Duties and Responsibilities

#### ***Post-Award – Financial Management – (90%)***

The GA will provide oversight of all post-award duties assigned to their portfolio of grant and contacts. Using knowledge of grant and contract management rules and regulations, technical expertise, and analytical skills the duties will include, but are not limited to:

- Regular review, reconciliation, and projection of award finances; prepare adjustments and corrections to award budgets; prepare financial reports.
- At the end of the award, ensure all financial requirements have been met, and closing out the award.
- Interacts regularly with and provides high quality customer service to faculty members conducting sponsored research.
- Ensures adherence to quality standards and all policies and award regulations. Works with the Office of Sponsored Programs Post-Award specialists to solve problems on post-award activities and other grants management issues.
- Upon award acceptance, defines account establishment parameters, including billing and reporting requirements, budget, and cost sharing obligations.
- Distributes award information to PIs, co-PIs and relevant staff. Coordinates with relevant individuals to make adjustments to payroll for all budgeted positions (including relative cost sharing positions).
- Reviews and reconciles award expenditures and budgets, making adjustments, as necessary. Projects and forecasts future award expenditures. Manages budget, reporting and compliance timelines through the lifecycle of the grant or contract. Communicates with PIs on a regular basis regarding budget and expense adjustments and revisions.
- Assists PIs with non-financial report submissions, as necessary. Coordinates requests for No Cost Extensions, Carryover, rebudgeting requests, changes in scope, and other changes to

the award; ensures all requests are done in compliance with sponsor guidelines and University policies.

- Manages all facets of the grant cycle for awarded grants.
- Serves as the ZCPH Effort Coordinator
  - Applies federal and university rules to management of effort allocation appropriately for individuals compensated whole or in part from extramural awards
  - Ensures effort statements are completed

### ***Pre-Award – Proposal Preparation - (5%)***

The GA pre-award duties include, but are not limited to:

- Use independent judgement to prepare and review required application sections for all new or revised/resubmitted proposal applications, including serving as the liaison between the PI, Subcontractors and the Office of Sponsored Programs.
- Assist PIs in the development and submission of accurate proposal budgets and ensure compliant proposals according to the sponsor guidelines and university policies.
- Assist with ensuring all required guidelines are met and documentation is provided for all subcontractors prior to submission of the proposal.
- Oversee the completion of all sponsor grant forms related to the proposal package and assemble the proposal components.
- Manage the internal proposal record (WISPER) for approval and ensure that approvals, appropriate clearances and required compliance approvals (such as human subjects,) have been obtained for the proposed project.

***(5%) Manage and Participate in special projects as assigned***

## **Minimum Qualifications:**

- **Bachelor's degree earned by the date of hire**
- **Minimum of two (2) years of experience in the financial management of a research enterprise**
- **Experience in sponsored research administration, specifically post-award**
- **Demonstrated ability to manage multiple grant management workflows simultaneously**
- **Knowledge of both Federal and Non-Federal sponsored guidelines, policies, practices, funding sources**

## **Preferred Qualifications:**

- **Master's degree**
- **Four (4) years of experience in the financial management of a research enterprise**
- **Certified Research Administrator (CRA) or Certified Financial Research Administrator (CFRA)**
- **Knowledge of UW System financial systems and accounting procedures**
- **Experience providing post award activities including compliance monitoring related to expenditures and effort reporting**
- **Experience with financial management of NIH or NSF research grants**
- **Strong organizational and post award management skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail**
- **Excellent communication and organizational skills**

## **How to Apply:**

Interested candidates, please apply by **November 12, 2023**. All applicants will be required to apply online; applicants should take care to ensure that application materials demonstrate how minimum qualifications and preferred qualifications (where applicable) are met. Applicants should submit the following documents electronically:

- **A cover letter addressing your education/experience as it applies to all minimum and preferred qualifications,**
- **A resume or Curriculum Vitae,**
- **A document listing the names and contact information for three professional references, and**

In instances where the Search and Screen Committee is unable to ascertain from a candidate's application materials whether she/he meets any of the qualifications, they will be evaluated as not meeting such qualifications. UWM will not consider paper, emailed or faxed applications. Apply electronically at: <https://jobs.uwm.edu/postings/37897> by the application deadline listed above. Questions about this position should be directed to Amanda Grober at [aagrober@uwm.edu](mailto:aagrober@uwm.edu).

*UWM is an AA/EO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status.*