

Office of Sponsored Programs Temporary Support Assistant

Posting Details

Posting Number	STH001851P
Employee Category	Temporary
Position Title	Office of Sponsored Programs Temporary Support Assistant
Location	Moscow
Division/College	University Research (Div)
Department	University Research
FLSA Status	Overtime Eligible
Pay Range	\$20.00 per hour
Full Time/Part Time	Part Time
Work Schedule Summary	Monday – Friday. Up to 40 hours a week.
Position Summary	This position facilitates the submission of proposals for external funding by the University of Idaho and the proper stewardship of sponsored funding for awarded proposals. This position is responsible for supporting the Sponsored Operations unit within the Office of Sponsored Programs, by providing proposal, agreement, amendment, and prior approval processing support in order to ensure compliance with federal, state, university and sponsor regulations and guidelines.
Responsibilities	
Job Duty Function	Under the guidance of the Sponsored Programs Administrators, assist in the Pre-Award unit by:
Job Duties/Responsibilities	<ul style="list-style-type: none"> • Ensuring proper completion of the electronic research administration system proposal application. • Assisting principal investigators (PIs) with the completion of proposal materials required by the proposal guidelines for routing through the University's internal proposal system. • Advising proposal preparers on items such as personnel costs, facilities and administrative costs and subcontracts to assist in the development proposal budgets (including cost share and program income if appropriate). • Identifying and notifying PIs and administrators of changes or corrections needed on proposal documents. Ensuring changes/corrections are completed prior to forwarding the proposal for final approval. • Performing a review of proposal components to ensure compliance with proposal guidelines and relevant policies. • Notifying and coordinating with other areas of OSP and ORED for assistance when terms and conditions of a submission may be problematic for the University due to current laws, policies or procedures. • Coordinating with collaborating institutions to secure required documentation for participation as a subrecipient. • Communicating regularly with faculty, departments, colleges and units as needed with regards to a proposal's status. • Coordinating all approvals, signatures and necessary documentation are in place prior to electronic submissions. • Assisting in the review, entry and integrity of data entry.
Percentage Of Time	40%
Essential/Marginal	Essential
Job Duty Function	Under the guidance of and in coordination with the Post Award Grant and Contract Administrators, assist the post award unit by:

Job Duties/Responsibilities	<ul style="list-style-type: none"> • Assisting with logging of agreements, amendments, and prior approvals. • Updating proposal and project records. • Processing prior approvals, amendments, and agreements • Assisting with data entry to the various Post Award systems. • Scheduling appointments and/or assisting clientele in person or remotely. • Assisting with records management. • Performing follow-up communications with faculty, staff, sponsors and partners. • Prioritizing workload and implementing efficient techniques to meet deadlines in a fast-paced, competing deadline environment. • Drafting, reviewing, editing, and submitting formal requests for sponsor prior approvals, and responding accordingly to sponsor requests.
Percentage Of Time	35%
Essential/Marginal	Essential
Job Duty Function	Enter data from sponsored project agreements and/or proposal communications into OSP systems by:
Job Duties/Responsibilities	<ul style="list-style-type: none"> • Utilizing the data translated by the GCAs and inputting into university systems, including the electronic research administration system(s) (ERA), and Banner system. • Working with the Sponsored Operations team to collect any missing information for accurate recording of sponsor requirements in conjunction with budget establishment, such as sending requests for Catalog of Federal Domestic Assistance (CFDA) numbers. • Entering the GCA translated budget data from the sponsor format into the required Banner expense categories. • Ensuring accuracy of records by recording data and communications to the ERA system.
Percentage Of Time	20%
Essential/Marginal	Essential
Job Duty Function	Contribute to team efforts by:
Job Duties/Responsibilities	<ul style="list-style-type: none"> • Acting as backup for answering the main telephone line and acting as the conduit for information in and out of OSP by monitoring mailboxes and email as assigned. • Participating in and contributing to staff meetings for improving efficiency and effectiveness of OSP. • Facilitating appropriate communications within the OSP, other University employees and outside agencies by communicating in a respectful and professional manner. • Creating and maintaining the highest standards of integrity and professionalism for the university. • Attending classes and trainings, as offered and relevant, to improve technical and professional development and to meet position developmental milestones. • Completing other duties as assigned.
Percentage Of Time	5%
Essential/Marginal	Marginal
Required Qualifications	<p>Experience:</p> <ul style="list-style-type: none"> • Editing and writing business correspondence using proper grammar and punctuation as demonstrated in application materials. • Serving as a liaison between internal and external entities and individuals in the coordination of activities and resolution of issues. • Experience managing multiple projects under tight deadlines and completing tasks with multiple interruptions and distractions. • Using standard word processing, spreadsheet and email software. <p>Education:</p> <ul style="list-style-type: none"> • HS diploma or GED.
Preferred Qualifications	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree. <p>Experience:</p> <ul style="list-style-type: none"> • One or more years of research administration or sponsored programs administration experience. • Applying University of Idaho policies and guidelines governing sponsored projects and

- familiarity with federal and state regulatory and compliance issues affecting universities.
- Analyzing information from a variety of sources, identifying problems, defining alternatives, and developing recommendations.
 - Setting priorities and working comfortably in a fast-paced, deadline- driven environment.
 - Working in a regulated environment dependent upon strict compliance with proposal guidelines, agreement or contract terms, policies, regulations and/or laws. This could include any of the below or other relevant experience:
 - With contracting, subcontracting, and grant policies and procedures, including the Code of Federal Regulations 2 CFR 200.
 - With sponsored programs proposal preparation, including assisting in the development of proposal applications and budgets.
 - With the programs and processes of granting agencies, including federal and State agencies, and corporate and private sponsors.
 - With the Banner finance and accounting system and/or Argos.
 - Using the University of Idaho electronic research administration software.
- Ability:**
- To work independently and with limited supervision.
 - To establish and maintain effective working relationships with supervisors, co-workers and the public.
 - To assist internal and external customers with the translation of complicated policies, procedures, regulations and/or terms and conditions.

Physical Requirements & Working Conditions

Posting Date 06/25/2021

Closing Date

Open Until Filled Yes

Special Instructions to Applicants Applications received by 7/2/2021 will receive first consideration. The department will be hiring three candidates from this posting.

Background Check Statement Applicants who are selected as final possible candidates may be required 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.

Quicklink for Posting <https://uidaho.peopleadmin.com/postings/32168>

Applicant Documents

Required Documents

1. Resume/CV
2. Letter of Qualification

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, ect.)
- UI Employee
- UI Register
- University of Idaho Website
- Veterans in Higher Ed
- Diverse: Issues in Higher Education
- Word of Mouth
- Other Advertising Venue