

## JOB DESCRIPTION

<b>Employee Name</b>	TBD	<b>Department # / Name</b>	100-6285-62850 / Sponsored Projects Services
<b>Current Job Title</b>	Pre and Post Award Research Administrator	<b>Current Working Title</b>	Senior Research Administrator
<b>Supervisor Name</b>	Molly McCarty	<b>Supervisor Title</b>	Director Pre-Award
<b>Work Hours per Week</b>	40 hours	<b>Position type</b>	Full-time

### Position Summary

The Research Administrator provides support throughout the life cycle of awards for a wide range of disciplines at Chapman University. The Research Administrator works collaboratively with faculty and academic professionals in areas including proposal development, review of proposals for compliance with sponsor and university policies and federal, state, and local government regulations; monitors financial activity on accounts, makes decisions on allowability, allocability, reasonableness, and consistency; and is responsible for financial oversight of project activities to ensure compliance with sponsor and university policies and federal, state, and local government regulations.

This is an exempt Administrator position. This position is eligible for participation in our health and welfare benefits, supplemental retirement plan, accrued sick time, vacation, and holiday pay.

### Duties and Responsibilities Assigned to the Position.

List the duties in descending order of importance starting with the most essential duties. To add a row, highlight entire row, click on Table in the menu bar, then select insert rows above or below.

<u>% of Time</u>	<u>Frequency (D, W, M, A)</u>	<u>Duties No.</u>	<u>Essential (Yes/No)</u>	<u>Detailed Duties</u>
100	D	1	Y	<ul style="list-style-type: none"> <li>Assist in the efforts to seek funding through grants and contracts by providing expertise in proposal preparation including budget preparation, preparation of required forms and documentation that are part of the grant application required by external funding agencies.</li> <li>Coordinate the review process for grant and contract proposals. Identify areas of risk and/or concern and provide recommendations for solutions prior to proposal submission. Provide guidance with the interpretation of sponsor guidelines, federal and state laws and university policies and procedures. Ensure adherence to policies and guidelines by the university and respective agencies.</li> <li>Assist with tracking proposals from notice of intent to apply through submission. Respond to and follow through with inquiries, needs, and/or issues in a prompt and responsive manner.</li> <li>Maintain up-to-date knowledge of sponsor's guidelines, terms and conditions, and institutional policies to review and approve/deny expenditures for allowability, reasonableness, and consistency.</li> <li>Assist faculty and units with budget inquiries and troubleshoot post-award/financial issues, e.g., budget blocks, balance discrepancies, account codes, attributes,</li> </ul>

IDC allocations; and work with payroll and HR to resolve payroll processes and matters.

- Performs various duties as needed to successfully fulfill the functions of the position

### Qualifications for the Position: Experience, Skills, Knowledge, and Abilities.

Indicate the importance of each by designating it as required (R), desired (D), or will train (WT). In addition, for each item, indicate the corresponding essential function number from above.

<u>Duties No.</u>	<u>Importance (R, D, WT)</u>	<u>Skills, Knowledge and Abilities</u>
		<b>Required qualifications</b>
	R	Bachelor's Degree and two years of related experience or any equivalent combination
	R	Strong financial background
	R	Demonstrated problem-solving skills
	R	Familiar with 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."
	R	Experience in management of externally funded programs in a university environment or similar complex research setting
	R	Demonstrated knowledge of federal regulations and the legal and regulatory environment governing research administration in the conduct of academic research, grants, and contracts.
	R	Excellent computer skills in the use of word processing, spreadsheet, presentation applications, preferably Microsoft Office Suite software and Adobe Professional.
	R	Technical Skills to learn and use enterprise systems and other job-related software
	R	Experience working in a team-oriented environment with ability to take initiative and work independently.
	R	Proven ability to meet deadlines and produce high quality products.
	R	Excellent oral and written communication skills
		<b>Desired qualifications</b>
	D	Experience in an academic research administration environment
	D	Thorough knowledge of pre and post award grants administration
	D	Understanding of federal, state, and local policies governing sponsored research
	D	Knowledge of accounting and budgeting and experience working with PeopleSoft Financials and PeopleSoft Grants
	D	Strong interpersonal skills and the ability to support and work with a diverse group of faculty and staff
	D	Ability to implement and interpret policies and procedures and communicate sensitive information verbally and in writing to a diverse population.
	D	Ability to demonstrate tact and diplomacy and maintain high level of confidentiality.

### Special Conditions of Employment for the Position.

Chapman University requires that all new hires and existing employees moving into a new position have completed a successful background check. If this position requires additional checks or licenses, please check the appropriate box on the left.

#### Credit check

Positions that are managerial; involve regular access to confidential or proprietary information; have signatory authorization on a bank or credit card info with SSN and DOB; access to cash totaling ten thousand dollars or more; or can enter into financial transactions on behalf of the company

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#### DMV check

Positions that drive 500 miles or more per year in personal, Chapman-owned or rental transportation for business purpose. Or positions that involve driving a university-owned vehicle or electric cart.

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#### Occupational license or certification

Positions that require licenses for the job, such as nursing. **Please list:**

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#### On-call rotation duties

Positions that require employee to be available during on-call shifts.

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#### Different work shifts

Standard hours of the university are 8:00 a.m. to 5:00 p.m., Monday thru Friday. **Please list work schedule if different:**

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#### Some evening and weekend work hours

#### Grant funded.

Continued employment is dependent on continuing grant funding after specific end date.

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#### Others, please list:

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**Type of Supervision Required for the Position.** (Choose one; see detailed definitions of categories in guideline section)

- ☐ Close Supervision  
Assigned duties based on specified procedures
 ☐ Supervision  
Assigned routine duties within established policies and procedures
 ☒ General Supervision  
Develop own procedures to perform a variety of duties, or complex duties within established policies.
 ☐ Direction  
Develop departmental procedures to attain specific goals within established policies. Typically for directors and managers.
 ☐ General Direction  
Formulate university-wide policies and goals, and establish procedures. Typically for senior staff.

**Positions that are Supervised by this Position**

TBD

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job by using these codes to complete the sections below:

"C" = constantly, 6-8 hours/day; "F" = frequently, 3-6 hours/day; "O" = occasionally, up to 3 hours/day; and "N" = never.

**Physical requirements of the Job:**

N\_\_\_ Bending [neck]  
 N\_\_\_ Bending [waist]  
 N\_\_\_ Climbing  
 N\_\_\_ Crawling  
 N\_\_\_ Kneeling  
 N\_\_\_ Pushing/Pulling  
 C\_\_\_ Sitting  
 N\_\_\_ Squatting  
 F\_\_\_ Standing  
 N\_\_\_ Twisting [neck]  
 N\_\_\_ Twisting [waist]  
 F\_\_\_ Walking  
 F\_\_\_ Handling Objects  
 F\_\_\_ Using fine finger movements [manual dexterity]  
 N\_\_\_ Reaching above/below shoulder [circle]  
 N\_\_\_ Using foot controls [repetitive foot movement]  
 \_\_\_ Other \_\_\_\_\_

Must carry/lift loads of: [also select carry &/or lift]

N\_\_\_ Up to 25 lbs ☐ carry / ☐ lift  
 N\_\_\_ 25 - 50 lbs ☐ carry / ☐ lift  
 N\_\_\_ over 50 lbs. ☐ carry / ☐ lift

**Mental Requirements of the Job:**

C\_\_\_ Reading & Comprehending  
 C\_\_\_ Writing  
 F\_\_\_ Performing Calculations  
 F\_\_\_ Communicating Orally  
 C\_\_\_ Reasoning & Analyzing  
 \_\_\_ Other \_\_\_\_\_

**Environmental Working Conditions:**

O\_\_\_ Is exposed to excessive noise  
 O\_\_\_ Is around moving machinery/equipment  
 F\_\_\_ Is exposed to variation in temperature &/or humidity  
 N\_\_\_ Is exposed to dust, fumes, gases, chemicals, radiation, or microwaves [circle]  
 N\_\_\_ Is exposed to bio-hazards such as: blood borne pathogens, sewage, hospital waste, etc.  
 N\_\_\_ Drives motorized equipment  
 N\_\_\_ Walks on uneven ground  
 N\_\_\_ Works in confined quarters  
 N\_\_\_ Works in an elevated work site  
 O\_\_\_ Is exposed to building construction  
 N\_\_\_ Contact with water/liquids  
 N\_\_\_ Uses special visual or auditory protective  
 \_\_\_ Other \_\_\_\_\_

I understand that I am responsible for adhering to the University Injury and Illness Prevention Program (SB 198 Guidelines) in performing the essential functions assigned on this job description. I understand that I am responsible for complying with and incorporating University safety policies and procedures into my job.

Employee Signature &amp; Date

Supervisor Signature &amp; Date

Department Head Signature &amp; Date

**For Human Resources Use Only:**

New or Updated:

Approval Date:

Approved Job Title:

Approved By:

Position Control No:

Job Category:

