Job Title	Research Services Administrator
Job Code	9602
Exempt Status	Exempt
Position Status	
EEO Classification	*3*

Job Summary

The Research Services Administrator, under general direction, provides research administrative services to assigned area, to include drafting, reviewing, and negotiating research agreements, managing cost sharing and matching, and coordinating efforts of multiple teams to improve efficiency in administrative tasks.

Essential Duties and Responsibilities

- Provides support for administration, coordinating activities regarding requests, implementation of procedures, daily agenda, action items, committee involvement, travel, and correspondence.
- Acts as financial manager for cost sharing and matching commitments associated with research agreements. Manages documentation for agreements and determines appropriate cost sharing sources of funds. Monitors cost sharing and plans for future cost sharing.
- Establishes routing and mapping paths for approval of proposals. Serves as proposal approver and makes recommendations for compliance. Prepares and submits proposals for research funding.
- Prepares and maintains audit tracking logs. Coordinates and monitors requests for research administration forms.
- Reviews, screens, and approves forms for visiting scholars.
- Analyzes deficits on projects due to bad debts, bankruptcies, and issues with performance. Reviews contract language and works with PI's on resolving issues with sponsors.
- Ensures compliance with procedures, rules, and delegation of authority. Assists with monitoring Financial Conflicts of Interest and coordinates on updating annual disclosures and management plans. Assists with monitoring Nepotism issues, Responsible Conduct of Research compliance, and other compliance issues as necessary
- Drafts, reviews, prepares, and negotiates research agreements.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree or equivalent combination of training and experience.

Experience – Five years' experience in administration in a university, or business environment..

Knowledge of – Knowledge of word processing, spreadsheet, and database applications.

Ability to – Ability to multitask and work cooperatively with others. Oral and written communication skills.

Licensing / Professional Certification –

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	