<table>
<thead>
<tr>
<th>Job Title</th>
<th>Sponsored Programs Administrator I</th>
<th>Sponsored Programs Administrator II</th>
<th>Sr Sponsored Programs Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Grade</td>
<td>42</td>
<td>43</td>
<td>44</td>
</tr>
<tr>
<td>Position Summary</td>
<td>Under the general direction of the Associate Director or designee, the Sponsored Programs Administrator I provides program support to principal investigators, administrators and staff in the preparation, completion and submission of required documents for institutional approval of sponsored programs applications. The Sponsored Programs Administrator I will also provide direction and assistance in all sponsored programs processes while adhering to sponsor, institutional, state, and federal guidelines.</td>
<td>Under the general direction of the Associate Director or designee, the Sponsored Programs Administrator II provides program support to principal investigators, administrators and staff regarding the timely completion of required documents for institutional approval of sponsored programs applications. The Sponsored Programs Administrator II will also provide direction and assistance in all sponsored programs processes while adhering to sponsor, institutional, state, and federal guidelines.</td>
<td>Under the general direction of the Associate Director or designee, the Sr Sponsored Programs Administrator provides program support to principal investigators, administrators and staff regarding the timely completion of required documents for institutional approval of sponsored programs applications. The Sr Sponsored Programs Administrator will also provide direction and assistance in all sponsored programs processes while adhering to sponsor, institutional, state, and federal guidelines.</td>
</tr>
</tbody>
</table>
| Essential Functions /Scope      | * Provide assistance to principal investigators, administrator and staff in the preparation, completion and submission of sponsor and institutional forms related to sponsored programs applications/proposals.  
* Assist the Principal Investigator, research team and administrative department in attaining appropriate sponsor administrative approvals.  
* Evaluate and/or interpret documents to ensure compliance with award terms and conditions.  
* Coordinate submission of compliance documents.  
* Arrange and negotiate incoming and outgoing federal sub-awards.  
* Engage with departments in preparing budgets, developing proposals, responding to compliance requests; assist in the development of evaluation criteria and the collection of data to measure grant program effectiveness; create and distribute standards and special reports, studies, summaries and analyses.  
* Handle a project portfolio of significant complexity, requiring an advanced level of knowledge and experience; coordinate and assist with implementing, managing, and being a change agent of a functional, operational or high-risk area of responsibility.  
* Analyze federal contracting process with departments in advance of the submission process.  
* Review non-SNAP, non-federal progress reports, public access policy compliance and Just in Time (JIT) requests.  
* Provide support for administration of awards including overseeing compliance, monitoring deliverables, preparing and revising budgets, and ensuring data integrity. Advise key staff on award terms and conditions.  
* Work with research administration team to update systems and ensure accuracy of data used to track federal and non-SNAP agreements.  
* Serve as liaison to the Offices of Technology Management regarding intellectual property issues in sponsored programs.  
* Assist in preparation for agency inspections and audits.  
* Facilitates pre-award processes by communicating with principal investigators, administrators, staff, federal and state agencies and institutional officials.  
* Coordinate daily operations.  
* Update principal investigator/staff regarding new technical and administrative requirements of sponsors.  
* Review and negotiate federal research procurement contracts and non-grant mechanisms.  
* Review, analyze, interpret, and negotiate legally binding terms and conditions of awards.  
* Serve as liaison to the Offices of Technology Management regarding intellectual property issues in sponsored programs.  
* Providing program support to principal investigators, administrators and staff in the preparation, completion and submission of required documents for institutional approval of sponsored programs applications.  
* Engage with departments in preparing budgets, developing proposals, responding to compliance requests; assist in the development of evaluation criteria and the collection of data to measure grant program effectiveness; create and distribute standards and special reports, studies, summaries and analyses.  
* Handle a project portfolio of significant complexity, requiring an advanced level of knowledge and experience; coordinate and assist with implementing, managing, and being a change agent of a functional, operational or high-risk area of responsibility.  
| Required Qualifications         | Bachelor's degree in Business, Research Administration, a related field, or equivalent experience  
* 1-3 years of business-related experience.  
* Proficient in Microsoft Office Suite.  
* Excellent interpersonal, verbal and writing skills needed to present and communicate effectively with a diverse population of stakeholders.  
* Demonstrated time management and problem-solving skills with ability to organize and prioritize workload, identify problem areas and take action to meet deadlines.  
| FLSA Status                     | Exempt                              | Exempt                             | Exempt                              |
| Promotional Process             | Requisition                         | Requisition or In-Family Promotion from Sponsored Program Administrator I | Requisition or In-Family Promotion from Sponsored Program Administrator II |