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## *Sample Professional Job Description: Research Administrator 4*

The following sections demonstrate how to customize key sections of a job standard. Customized content is in **bold red type**.

**Job Summary** (Purpose of the Position – please give a brief description of the overall purpose of the position. “Why does this position exist?” The Job Family Summary has been provided as a starting point.)

**Manages the NBC Contract and Grant Unit providing pre-award support to Principal Investigators proposing for funding through a variety of federal agencies and non-federal organizations. Provides analytical and financial support in proposal processing contract and grant administration, and budget development.. Acts as liaison between PI, Sponsored Projects Office and funding agency. Involves activities associated with managing of research efforts by performing some or all of the following: coordinating and developing a final proposal product in accordance with institutional and agency requirements, administering and monitoring contract and grant awards, including subcontact/subaward administration in compliance with regulations, terms and conditions.**

### 2. Scope

Generic Scope (Uniform across all jobs at this level - do not modify): Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues/problems without precedent and/or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.

Custom Scope: Uses advanced contracts and grants concepts to manage a high volume **of proposals and subawards; many involving significant** complexity. Reviews and guides others in the review of financial and administrative management requirements of research contract and grant proposals, awards and transactions to ensure compliance with institutional and sponsor policies. Works independently to assess complex contract and grant proposal requirements, **develops budgets, and organizes subaward support documentation. Coordinates proposal submission by acting as liaison between PI and Sponsored Projects Office to resolve pressing concerns in time for meeting submission deadline. Works on proposals of diverse scope where analysis of data requires a thorough understanding of complex regulations. Typically works highly complex proposals that may involve multiple investigators complex task budgets with option years and/or multiple sub awards.**



### 3. Key Responsibilities

<b>% of time</b>	<b>Key Responsibilities (To be completed by Supervisor)</b>
<b>70</b>	<b>Leads the organization, planning, and preparation of proposals for federal agencies and non-federal agencies; includes understanding of complex contracts and grants requirements, electronic and other submission approaches, and budget development. Acts as liaison between PI and Sponsored Projects Office. Applies contracts and grants concepts to review complex contract and grant proposals and obtain/verify necessary compliance approvals..</b>
<b>15</b>	<b>Performs contract and grant administration, including the processing of non-competing continuations, supplements, other award/agreement amendments, and sub award initiation, monitoring and modification. Reviews and guides others in the review of financial and administrative management requirements of research contract and grant proposals.</b>
<b>10</b>	<b>Provides advice and counsel regarding sponsored projects administration to Space Sciences Laboratory PIs. Assists in support of audits as directed by senior staff. Provides pre-award updated information required by sponsor representative through SPO before issue of awards and/or submission. Provides direction for operation of the Contracts and Grants office – including guiding the staff in addressing priorities and workloads deadlines.</b>
<b>5</b>	<b>Maintains complete and accurate collection of research management administration data for the pre-award phase of proposals and resulting contracts and grants; includes data on sub awards, modifications, and extensions.</b>

### 4. Knowledge and Skills (typically required of the position)

- Requires extensive knowledge of program administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment.
- Full facility with Federal Acquisition Regulation, Code of Federal Regulations, sponsor-specific policies, intellectual property policy, conflict of interest requirements, publication rights, application of indirect cost rates and other complex concepts in research administration.
- Maintains knowledge of and ability to interpret and apply sponsor, institutional and departmental policies.
- Ability to manage high volume and complex transactions.
- Experienced with all types of award mechanisms, including grants, contracts, subcontracts, cooperative agreements.
- Requires independent judgment and strong organization and communication skills and customer service focus.
- Ability to interpret policy for others.
- Stays current on compliance regulations in all areas of research administration.



## 5. Education and Training

*If needed, edit the pre-filled information below.*

### **Education/Training:**

- Bachelors degree in related area and/or equivalent experience/training

### **Licenses or certifications, if any:**

## 6. Problem Solving

*Please provide 2-3 examples of problem solving for this position as described below (please be brief: 1-3 sentences).*

### **Common problems solved by the employee:**

- **Explaining agency/Berkeley requirements to PIs.**
- **Resolve and/or assist in resolving modifications issues that may involve contacting funding agency.**
- **Rebudgeting of budgets to meet needs of program.**

### **Unusual or complex problems solved by the employee:**

- **Transfer of contract or grant to another institution upon transfer of researcher.**
- **Review specific terms and conditions to answer questions regarding allowability of expenses.**
- **Audit of subcontracts for appropriate allocation of funding.**

### **Problems/situations that are referred to this employee's supervisor:**

- **Researcher is not timely in submitting information for preparing proposal and submission deadline can not be met.**
- **Faculty from campus department wants to submit proposal through SSL.**
- **Difficulty in obtaining award and modification funding through the Sponsored Projects Office and delay in the Sponsored Projects Office issuing sub awards.**