**Research Services Administrator Standard Job Description**

**Classification Title:** Research Services Administrator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 14

**Job Description 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:**

**40% Administrative Support and Coordination**

* Coordinates activities regarding requests, implementation of procedures, daily agenda, action items, committee involvement, travel, and correspondence.
* Assists with the preparation and submission of research proposals.
* Prepares and maintains audit tracking logs.
* Coordinates and monitors requests for research administration forms.
* Reviews, screens, and approves forms for visiting scholars.

**20% Financial Management and Compliance**

* Acts as financial manager for cost sharing and matching commitments associated with research agreements.
* Monitors cost sharing and plans for future cost sharing.
* 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.

**10% Contract Negotiation and Management**

* Drafts, reviews, prepares, and negotiates research agreements.
* Reviews contract language and works with staff on resolving issues with sponsors.
* Negotiates non-funded contracts and grants including Material Transfer Agreements,
* Data Use/Management Agreements, Confidentiality Agreements, and Restricted Data License Agreements.

**10% Proposal and Agreement Routing and Approval**

* Establishes routing and mapping paths for approval of proposals.
* Serves as proposal approver and makes recommendations for compliance.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of training and experience.

**Required Experience:**

* Five years’ of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Oral and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Copier/Printer/Scanner

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**