**SRS Research Administrator II Standard Job Description**

**Classification Title:** SRS Research Administrator II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Minimum Pay:** $57,500.00

**Job Description Summary:**   
The SRS Research Administrator II, under general supervision, will be responsible for processing, administering, and submitting standard research proposal and budget documents that comply with sponsor guidelines, Federal Cost Accounting Standards, and Texas A&M University System member policies. Coordinates with sponsors to address questions to ensure accurate proposal submissions and post award management. Responsible for reviewing billing requirements, preparing quarterly and annual reports, monitoring standard awards, and ensuring compliance with policies, federal and state regulations, and sponsor requirements.

**Essential Duties and Tasks:**

**40% Project Coordination**

* Serve as the point of contact for faculty, sponsors, and department administrators.
* Resolve issues associated with sponsored projects.
* Coordinate administrative and financial details related to post-award management.
* Interpret and communicate award documents, sponsor regulations, federal and state laws, system policies, and member rules.
* Contact sponsors for necessary revisions and approvals, including budget revisions, compliance issues, changes in Principal Investigator, time extensions, and additional fund requests.

**15% Financial Review, Approval, and Reporting**

* Approve financial commitments to ensure compliance with sponsor guidelines.
* Research regulations to provide financial and regulatory guidance on issues.
* Provide financial data to researchers, departments, sponsors, and auditors as needed.
* Monitor cost-sharing commitments to sponsors.

**15% Award Establishment and Monitoring**

* Prepare and enter documentation and financial information into accounting and research administration systems.
* Manage aspects of awards including budget, revenue, billing requirements, Facilities and Administrative cost rates, cost-sharing commitments, compliance regulations, and reporting requirements.

**10% Financial Close-out**

* Initiate and manage the financial close-out process for sponsored research projects according to sponsor guidelines.

**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 any equivalent combination of education and experience

**Required Experience:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to effectively communicate both orally and in writing.
* Ability to positively and professionally interact with clients and staff.
* Excellent communication and presentation skills.
* Strong interpersonal and organizational skills.
* Ability to positively and professionally interact with clients and staff, groups of various sizes.
* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Bilingual in Spanish.

**Additional Information**

**Machines and Equipment:**

* Standard office equipment

**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**

**No**

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

**Yes**

**No**