 **SRS Research Administrator III Standard Job Description**

**Classification Title:** SRS Research Administrator III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Minimum Pay:** $66,125.00

**Job Description Summary:**
The SRS Research Administrator III, 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 management oversight of the project. 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. May be tasked with mentoring and training other staff.

**Essential Duties and Tasks:**

**30% Proposal Preparation and Coordination**

* Provide comprehensive support to researchers in the preparation of non-routine, single or multi-institutional research proposals.
* Determine sponsor requirements and prepare multi-level/institutional budgets and forms in line with Texas A&M University guidelines, Office of Management and Budget Circulars, Federal Cost Accounting Standards, and sponsor guidelines.
* Prepare supplementary proposal documents, including those with national and/or international components, with minimal supervision.
* Ensure proposals and complex supporting documentation are complete before submission.
* Prepare proposal revisions and respond to requests related to proposal submissions.
* Coordinate with researchers, department/unit heads, deans, directors, and staff to resolve proposal issues and provide requested information.

**20% Proposal Review and Compliance**

* Review proposals for compliance with sponsor requirements and regulations.
* Assess program announcements and determine pertinent proposal requirements with minimal direction.
* Communicate guidelines and proposal requirements to Principal Investigators.
* Develop a basic understanding of compliance areas such as human subjects, animal subjects, Recombinant DNA, and Export Controls.

**15% Financial and Award Management**

* Process, analyze, reconcile, and submit invoices for complex research projects.
* Review billing requirements, prepare quarterly and annual reports, monitor standard awards, and ensure compliance with policies, regulations, and sponsor requirements.
* Process, administer, and submit standard research proposal and budget documents in compliance with sponsor guidelines and institutional policies.
* Oversee project management, including preparing and submitting research proposals, budgets, quarterly, and annual reports.
* Review complex award requirements and manage accounts and deliverables in the award management system.
* Serve as a liaison with system members to communicate standard operating procedures and between faculty and sponsors to expedite processes.

**10% Proposal Submission**

* Assist researchers with the submission of proposals, including entering proposal information into required submission systems (e.g., Grants.gov) and financial systems.

**5%** **Mentorship and Training**

* Mentor, train, and provide technical expertise to staff and student workers.
* Perform other duties as assigned to support the overall mission and goals of the department.

**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:**

* Four 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**