**SRS Research Adminstrator IV Standard Job Description**

**Classification Title:** SRS Research Administrator IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $76,000.00

**Job Description Summary:**
The SRS Research Administrator IV, under general supervision, works independently in processing, administering, and submitting non-standard, complex 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:**

**40% Project Coordination**

* Serve as the team lead for the post-award team, managing and supervising staff.
* Act as the primary point of contact for faculty, sponsors, and department administrators on complex projects.
* Coordinate administrative and financial details with researchers, department heads, deans, and other university staff, focusing on post-award administration.
* Interpret and communicate award documents, sponsor regulations, federal and state laws, and institutional policies.
* Contact sponsors for revisions and approvals, including budget changes, compliance issues, changes in Principal Investigator, time extensions, and additional funds requests.
* Work with the Assistant Director on workload management, effort management, and staff training.

**20% Award Establishment and Monitoring**

* Prepare and enter award documentation, including award terms and financial information, into the A&M System accounting and research administration systems.
* Research and manage administration systems related to budget, revenue, billing requirements, Facilities and Administrative cost rates, cost-sharing commitments, compliance regulations, and reporting requirements.

**10% Financial Review, Approval, and Reporting**

* Approve financial commitments to ensure compliance with sponsor guidelines.
* Provide financial and regulatory guidance on complex issues to researchers, departments, and administrative offices.
* Supply financial data as requested to researchers, departments, members, sponsors, and auditors.
* Monitor cost-sharing commitments to sponsors.

**5%** **Training and Mentoring**

* Support staff by providing recommendations on complex post-award issues.
* Develop and present recommendations on policy and procedure development and contribute to strategic planning.

**5% Financial Close-Out**

* Initiate and manage the financial close-out of sponsored research projects in accordance with sponsor guidelines.
* Perform additional duties as assigned to support the overall goals of the research administration team.

**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:**

* Six 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**