



## JOB INFORMATION

<i>Job Code:</i>	121209
<i>Job Title:</i>	Research Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Research - Administration
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	5 Manager

## JOB SUMMARY

Prepares complex proposals within parameters of sponsored and non-sponsored research guidelines. Develops, prepares, revises, and finalizes project budgets, and provides budget justification. Collaborates with Office of Sponsored Research to ensure awards are set up properly, including cost-sharing requirements are fulfilled. Reviews and approves expenditures. Develops and communicates reports supporting project status. Manages contract closeout process and audits inquiries. Serves as a Subject Matter Expert (SME). Interprets complex university and government policies. Identifies and implements process improvements. May negotiate and communicate with federal and state sponsors, industry sponsors, other institutions, and/or university schools or divisions in regard to application issues. Maintains currency on changes within legal, regulatory, competitive economic and technology environments which may affect specialized programs. Recruits, screens, hires, trains and directly supervises all assigned staff.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 years	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Fluency of governmental regulations (e.g. FAR, A-21, A-110, A-133, CAS).
X		Knowledge and ability to understand, interpret, and communicate university policies and procedures.
X		Excellent oral and written communication skills.
X		Excellent analytical skills; demonstrated proficiency in Excel and web-based tools.
X		Expert accounting skills and knowledge of accounting principles.
X		Demonstrated project management skills, including experience managing international collaborations and complex multi-sub award contracts.
X		Knowledge of human capital management, including proposing efforts for and training and hiring of students, post-doctorals, academic appointments, regular staff, bargaining unit staff, and consultants, along with the circumstances appropriate for each type of position.
	X	Knowledge of procurement needs, including sole-sourcing, cost analyses, vendor requirements, and small business reporting.
	X	Ability to review proposals or manage sponsored projects with an understanding of overall scope and goal.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Prepares complex proposals within parameters of sponsored and non-sponsored research guidelines. Oversees and communicates submission process, both paper and electronic. Resolves issues relating to proposal preparation and submission process.				
Develops, prepares, revises, and finalizes project budgets, and provides budget justification. Obtains cost-sharing commitment and support. Serves as liaison and active partner between principal investigators, Office of Sponsored Research, research groups, and other departments. Responds to sponsor inquiries. Advises of new regulations.				
Collaborates with Office of Sponsored Research to ensure awards are set up properly, including cost-sharing requirements are fulfilled. Initiates cost transfers.				
Reviews and approves expenditures. Advises on post award spending and commitment activity. Oversees compliance related to fund and revenue.				
Develops and communicates reports supporting project status. Creates effective forecasting, scenarios and decision aids.				
Manages contract closeout process and audits inquiries. Submits final reports and certificates.				
Serves as a Subject Matter Expert (SME). Interprets complex University and government policies (FAR, Cost Accounting Standards, Office of Management and Budget circulars, sponsored guidelines, etc.) for project and University personnel and helps guide other staff in interpreting complex policies.				
Identifies and implements process improvements. Participates in and leads cross campus projects. Trains and advises staff and other University personnel on issues requiring specific technical expertise.				
Assists in the development and administration of program budgets and the determination of resource allocations. Provides recommendations regarding budget, time, and scope implications. Provides forecasts and financial status reports as needed. Negotiates and oversees subcontracted services as necessary. Maintains accurate records and receipt processing.				
May negotiate and communicate with federal and state sponsors, industry sponsors, other institutions, and/or University schools or divisions in regard to application issues, terms and conditions, cost sharing, direct and indirect costs, general compliance with University guidelines, payment schedules, publication restrictions, ownership rights, confidentiality, intellectual property, and overall proposal and award rules and regulations.				
Maintains awareness and knowledge of current changes within legal, regulatory, competitive economic and technology environments which may affect specialized programs. Ensures core compliance with all local, state and federal regulations as they pertain to the University or its research. Ensures senior management and				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences. Makes formal presentations. Represents University and/or unit, as assigned or appropriate.				
Recruits, screens, hires, trains and directly supervises all assigned staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Oversees employee onboarding and orientation to ensure that duties, responsibilities, work requirements and performance standards are clearly understood. Assesses staff development needs. Promotes staff participation in educational opportunities and activities. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on day-to-day basis. Ensures timely completion of unit's work.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and

Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.