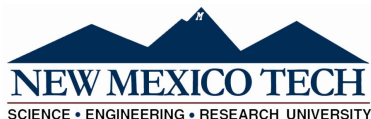


Posted: August 21, 2024



POSITION ANNOUNCEMENT

TITLE: RESEARCH ADMINISTRATOR I OR II (2) **DEPT:** SPONSORED PROJECTS

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$50,000-\$60,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: August 29, 2024* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Under general supervision, provides pre-award and post-award fiscal, administrative, and technical guidance and support to faculty and staff seeking outside funding for research and other sponsored activities. Negotiates and/or assists in negotiations, administers, extends, terminates, and re-negotiates awards as appropriate to specific position. Researches and interprets relevant regulations, guidelines, and standards, and oversees the processing of grants, contracts, and cooperative agreements.

JOBS FUNCTIONS:

PREAWARD: Proposal Development. Under general supervision, serves as advisor to PIs and liaison between PIs and agencies regarding RFPs and proposals. Reviews RFP/RFQs for information or forms required in response. Completes required representations and certifications. Analyses and evaluates award budgets for correct calculation in each expenditure category. Verifies correct fringe benefit and indirect cost rates, and works with IPIs to correct budget oversights. Reviews proposals for compliance with various university policies. Handles pre-award revisions of proposals, signs proposal routing sheets, and routes proposals to the Research Office for signatures. 15%

PREAWARD: Proposal Negotiation. Completes a comprehensive review of the award. Acts as negotiator and liaison between NMIMT and funding agencies, or assists in negotiations and resolves conflicting interests as necessary. May do extensive researching and interpretation of complex federal award or contract clauses involving 2 CFR 200, FARs, DFARs, DEARs, and EARs. Reviews MOUs, NDAs, PIAs, and Teaming Agreements for contractual and IP provisions, consults with Pre-Award Negotiations Manager, and negotiates required changes. May be asked to consult with other research administrators, members of the administration, NMIMT attorneys, or other members of the administration, and will usually become the official contractual representative for negotiated awards. 20%

PREAWARD: Award Acceptance. Conducts negotiations with sponsors to obtain mutually acceptable remedies to conflicts which will allow the university to accept awards. Analyzes and evaluates awards for compliance with agency and NMIMT policies and practices, prepares required acceptance documentation, and obtains official NMIMT signatures. Reviews supporting documentation for cost and pricing data. Corrects award instruments as necessary. Coordinates receipt of awards with principal investigators and obtains appropriate signatures. Distributes copies of signed awards to agencies, PIs, departments, and Sponsored Projects as required. Sets up awards in the financial system, uploads all documents to BDMS, records awards in appropriate Sponsored Projects log, and sends new award notices. Monitors and/or initiates any amendments to original award instruments. Prepares and/or assists principal investigators in placing proper written requests for award extensions, deviations, or modifications. 15%

POSTAWARD: Account Maintenance - New, Existing, and Close-out. Reviews grants and contract after the award to identify financial and invoicing requirements. Establishes new awards in the Banner system showing

understanding of the terms and conditions. Is able to identify pass-through agency and maintain funds in the Banner system to ensure all information is accurate and up to date. Maintains print and digital award documentation. May be required to set up new funding agencies in the Banner system. Prepares budget revisions and tracks award modifications/amendments. Prepares journal entries, invoices, payroll accounting distributions, and other required forms. Maintains direct communication with PIs regarding all changes to awards. Prepares close-out documentation and closes out awards including review and analysis, invoice reconciliation, closing adjustments, final invoicing, and financial reporting as required. May be required to submit Subcontractor's Release, patent/invention reports, and/or property reports. Ensures equipment disposition is obtained. May be required to upload reports into agency reporting systems. Assists in maintenance of sponsored research attribute database, invoice tracking system, and accounts receivable. Performs Banner financial system closeouts. 15%

POSTAWARD: Compliance Administration. Understands the requirements of each award, knowing the agency's requirements as well as federal, state, and/or university regulations. Assists and advises PIs in administrative and financial matters including budget transactions, verifies and enforces sponsor's terms and conditions, processes administrative reports. May be required to develop and/or assist in development of accounting applications for personal computers in order to satisfy various award requirements. Reviews requests to expend funds in order to ensure compliance with agencies' terms and conditions. Monitors compliance with established internal control systems. May prepare or coordinate the preparation of regularly scheduled reports required by funding agencies or to satisfy award requirements. Is able to explain billing and reporting and resolve related problems, assures government furnished property is being properly maintained and accounted for, and interacts with Property, Accounts Payable, Payroll, and Purchasing as needed. 15%

POSTAWARD: Cash Management. Evaluates awards for availability of funding, and monitors billing on active accounts, informing decision makers of accounts at risk. Reviews transactions to determine allocability and allowability of expenditures during the period of performance and after award termination. Approves expenditures in both Banner and Works. Approves student contracts, payroll distributions and ePAFs on restricted funds. Validates the receipt of reimbursable purchases before billing to agencies. Follows reasonable procedures to ensure timely collection of invoiced amounts. Writes off deficits and surpluses, monitors collection, and closes out awards in the Banner system. 15%

POSTAWARD: Reporting and Audits. May need to verify timeliness and accuracy of reports and data required to be delivered to the government. Performs internal audits of travel or other items as requested. May interact with external auditors, participate in auditing projects, or provide information and access to accounting records as required. 5%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Accounting, business administration, management, or other related fields. Minimum of 15 hours of accounting plus one or more courses in business law. Computer experience in MS Excel, MS Word. Strong oral and written communication skills. Ability to use professional judgment and discretion in dealing with outside auditors and external agencies. Ability to participate in work assignments under the supervision of higher level employee; ability to work independently on assignments of standard difficulty; ability to schedule own workload and meet deadlines. Ability to use broad knowledge of practices and procedures to handle complex assignments; ability to understand and interpret complex materials such as federal regulations, legal interpretations, audit reports, and documentation of internal control systems. High level of organizational skills. Willingness to research facts and overcome errors. Tact, perseverance, and independent judgement. Ability to work and adapt under a highly regulated and constantly changing environment.

DESIRED QUALIFICATIONS:

Knowledge of 2 CFR 200, FARs, DFARs. Experience with Banner grants module and general knowledge of State of NM procurement regulations.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	S

30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 10%	Sitting 65%	Walking 5%	Pulling 5%
Pushing	Lifting 10%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu