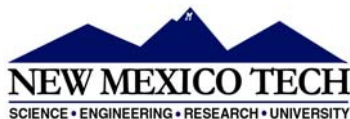


Posted: December 10, 2018



REVISED 12/10/18
POSITION ANNOUNCEMENT

TITLE: RESEARCH ADMINISTRATOR

DEPT: SPONSORED PROJECTS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$39,000- \$48,672

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

INTERNAL POSTING THROUGH: Concurrent* 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 DUTIES:

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. Complete required representations and certifications. Analyzes and evaluates award budgets for correct calculation in each expenditure category. Verifies correct fringe benefit and indirect cost rates and works with PIs to correct budget oversights. Reviews proposals for compliance with various university policies. Handles pre-award revisions of proposals, signs off on proposal routing sheets, and routes proposals to the administration for signature. 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 of contract clauses involving 2 CFR 200, FARs DFARs, DEARs and EARs. May be asked to consult with other research administrators, members of the administration, NMIMT attorneys, and will usually become the official contractual representative for negotiated 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. 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/ amendments. Prepares journal entries and invoices. Maintains direct communication with PI 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. Assists in maintenance of sponsored research attribute database, invoice tracking system, and accounts receivable. Understands the requirements of each awards, knowing the agency's requirements as well as federal, state, and/or university regulations. Assists and advises PIs in administrative and financial matters. 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. 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 PAFs 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. May need to verify timeliness and accuracy of reports and data required to be delivered to the government. May be required to upload reports into agency reporting systems. Performs internal audits of travel or other items as requested. May interact with external auditors, participate in auditing project, or provide information and access to accounting records as required.

REQUIRED QUALIFICATIONS:

Bachelor's degree required; advanced degree preferred, in accounting, business administration, management, or liberal arts including humanities, psychology, social sciences, law or related field. At least 12 hours of accounting plus one or more courses in business. Knowledge of 2 CFR 200 preferred. Working knowledge of MS Excel and Word required. Strong oral and written communication skills required. Ability to use professional judgment and discretion in dealing with outside auditors and external agencies required. Ability to participate in work assignments under the supervision of high level employee required. Ability to work independently on assignment of standard difficulty required. Ability to schedule own workload and meet deadlines required. Ability to use broad knowledge of practices and procedures to handle complex assignments required. Ability to understand and interpret complex materials such as federal regulations, legal interpretations, audit reports and documentation of internal control systems required. Ability to work and adapt under a highly regulated constantly changing environment required. High level of organizational skills required. Ability to work with departments outside of Sponsored Projects required. Willingness to research facts and overcome errors required. Tact, perseverance and independent judgement required. Knowledge of Federal Acquisition Regulations (FAR), 2 CFR 200 desired. Knowledge of State of NM Procurement regulations desired. Knowledge of award management and administration and/or audit of sponsored programs desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 099, Socorro, NM 87801-4796