**Posted:** June 16, 2021

**NEW MEXICO TECH**
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY
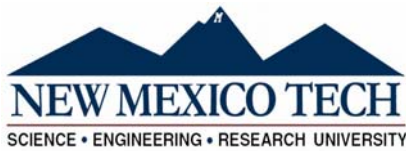
# POSITION ANNOUNCEMENT

**TITLE:** RESEARCH ADMINISTRATOR/ RESEARCH AWARDS SPECIALIST
**DEPT:** SPONSORED PROJECTS

**REG** ☑          **TEMP** ☐          **FULL TIME** ☑          **PART TIME** ☐

**STARTING RATE or SALARY RANGE:** $42,640- $53,248
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:
The position provides administrative expertise and support over the lifecycle of sponsored programs and research awards. During the pre-award cycle, this position supports faculty and staff in grant proposal development and submission of competitive grant applications. During the post-award cycle, the position manages grant award set up, post-award grant management, oversees grant close out and assists with compliance and oversight. Additionally, this position provides faculty and staff with expertise on guidance and regulations related to externally funded programs and research.

## REQUIRED QUALIFICATIONS:
Bachelor's degree required; advanced degree preferred.  Zero to three (0-3) years of experience as a research accountant working in both pre-award and post-award or equivalent. Demonstrated ability in accounting and bookkeeping and knowledge of business/contract law.  15 hours of accounting plus one or more courses in business. Contract law or equivalent experience preferred. Note: The position will be hired as a Research Administrator or Research Awards Specialist depending on experience.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl.  Brown Hall Box 092, Socorro, NM  87801-4796