

**UMMS Career Ladder Matrix**

Sponsored Program Administrator			
Job Title	Sponsored Programs Administrator I	Sponsored Programs Administrator II	Sr Sponsored Programs Administrator
Job Code	<b>MB2162</b>	<b>MB2163</b>	<b>MB2164</b>
Pay Grade	42	43	44
Position Summary	Under the general direction of the Associate Director or designee, the Sponsored Programs Administrator I provides program support to principal investigators, administrators and staff regarding the timely completion of required documents for institutional approval of sponsored programs applications. The Sponsored Programs Administrator I will also provide direction and assistance in all sponsored programs processes while adhering to sponsor, institutional, state, and federal guidelines.	Under the general direction of the Associate Director or designee, the Sponsored Programs Administrator II provides program support to principal investigators, administrators and staff regarding the timely completion of required documents for institutional approval of sponsored programs applications. The Sponsored Programs Administrator II will also provide direction and assistance in all sponsored programs processes while adhering to sponsor, institutional, state, and federal guidelines.	Under the general direction of the Associate Director or designee, the Sr Sponsored Programs Administrator provides program support to principal investigators, administrators and staff regarding the timely completion of required documents for institutional approval of sponsored programs applications. The Sr Sponsored Programs Administrator will also provide direction and assistance in all sponsored programs processes while adhering to sponsor, institutional, state, and federal guidelines.
Essential Functions /Scope	<ul style="list-style-type: none"> <li>* Provide assistance to principal investigators, administrator and staff in the preparation, completion and submission of sponsor and institutional forms related to sponsor and 2nd tier (flow-through) applications/proposals</li> <li>* Assist the Principal Investigator, research team and administrative department in attaining appropriate sponsor administrative approvals</li> <li>* Evaluate and/or interpret documents to ensure compliance with award terms and conditions</li> <li>* Coordinate submission of compliance documents</li> <li>* Arrange and negotiate incoming and outgoing federal sub-awards</li> <li>* Engage with departments in preparing budgets, developing proposals, responding to compliance requests; assist in the development of evaluation criteria and the collection of data to measure grant program effectiveness; create and distribute standards and special reports, studies, summaries and analyses</li> </ul>	<ul style="list-style-type: none"> <li>* Handle a project portfolio of significant complexity, requiring an advanced level of knowledge and experience; coordinate and assist with implementing, managing, and being a change agent of a functional, operational or high-risk area of responsibility</li> <li>* Analyze federal contracting process with departments in advance of the submission process</li> <li>* Review non-SNAP, non-federal progress reports, public access policy compliance and Just in Time (JIT) requests</li> <li>* Provide support for administration of awards including overseeing compliance, monitoring deliverables, preparing and revising budgets, and assuring data integrity. Advise key staff on award terms and conditions</li> <li>* Work with research administration team to update systems and ensure the accuracy of data used to track grant applications and awards in order to meet institutional reporting requirements for internal and external use</li> <li>* Develop and present training materials</li> </ul>	<ul style="list-style-type: none"> <li>* Responsible for the review of applications for extramural funding with attention to both sponsor and University requirements to ensure that all conditions are satisfied prior to submission</li> <li>* Facilitates pre- award processes by communicating with principal investigators, administrators, staff, federal and state agencies and institutional officials</li> <li>* Coordinate daily operations</li> <li>* Update principal investigators/staff regarding new technical and administrative requirements of sponsors</li> <li>* Review and negotiate federal research procurement contracts and non-grant mechanisms</li> <li>* Review, analyze, interpret, and negotiate legally binding terms and conditions of awards</li> <li>* Assist in preparation for agency inspections and audits</li> <li>* Serve as liaison to the Offices of Technology Management regarding intellectual property issues in sponsored program agreements</li> </ul>
Required Qualifications	<p>Bachelor's degree in Business, Research Administration, a related field, or equivalent experience 0-1 years of business-related experience</p> <ul style="list-style-type: none"> <li>* Proficient in Microsoft Office Suite</li> <li>* Excellent interpersonal, verbal and writing skills needed to present and communicate effectively with a diverse population of stakeholders.</li> <li>* Demonstrated time management and problem-solving skills with ability to organize and prioritize workload, identify problem areas and take action to meet deadlines.</li> </ul>	<p>Bachelor's degree in Business Administration, a related field, or equivalent experience 1-3 years of business-related experience</p> <ul style="list-style-type: none"> <li>* Proficient in Microsoft Office Suite</li> <li>* Excellent interpersonal, verbal and writing skills needed to present and communicate effectively with a diverse population of stakeholders.</li> <li>* Demonstrated time management and problem-solving skills with ability to organize and prioritize workload, identify problem areas and take action to meet deadlines.</li> </ul>	<p>Bachelor's degree in Business Administration, a related field, or equivalent experience 3-5 years of business-related experience</p> <ul style="list-style-type: none"> <li>* Proficient in Microsoft Office Suite</li> <li>* Excellent interpersonal, verbal and writing skills needed to present and communicate effectively with a diverse population of stakeholders.</li> <li>* Demonstrated time management and problem-solving skills with ability to organize and prioritize workload, identify problem areas and take action to meet deadlines.</li> </ul>
FLSA Status	Exempt	Exempt	Exempt
Promotional Process	<b>Requisition</b>	Requisition or In-family Promotion from Sponsored Program Administrator I	Requisition or In-family Promotion from Sponsored Program Administrator II