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| **Market Title and Job Code** | Research Administration Associate (103883) |
| **Working Title** | Unit Choice |
| **Unit** | Choose an item. |
| **Department** |  |

**Job Summary**

Responsible for standard/routine research administration-related activities, such as pre-award activities (e.g., proposal and application support) and/or post-award activities (e.g., reconciliation of grants and contracts to ensure compliance according to award guidelines).

**Summary of Role and Responsibilities**

* May compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as journal entries, vouchers, and standard transactions
* May assist with the creation of proposals which may include coordinating with other internal staff; locating relevant materials, formatting and editing documents, drafting budgets, and adhering to internal and sponsor time limits
* Contribute with compliance in administrative policies and procedures by identifying noncompliance and nonperformance and properly reporting

**Required Qualifications**

* Intermediate word processing skills to include the ability to open, close, create, edit and save documents
* Intermediate spreadsheet skills to include the ability to create graphs and simple formulas
* Intermediate presentation skills to include the ability to create presentations (e.g., add slides, insert images, move and resize objects)
* Ability to identify issues
* Strong attention to detail and accuracy
* Solid communication skills in order to clearly explain options and solutions to end-users
* Ability to positively project the department internally and externally

**Minimum Education Requirement**

* Requires one of the following:
  + Bachelor’s degree in Research Administration or related field of study; OR
  + High school diploma or equivalent with one (1) year of experience in research administration

**Preferred Qualifications**

* Previous experience in research administration

**About the Department**

**Work Environment**

Work is performed within an office environment, with standard office equipment available.

**University of Michigan Equal Employment Opportunity/Affirmative Action Statement**

The University of Michigan is an equal opportunity/affirmative action employer.