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| **Market Title and Job Code** | Research Administrator Intermediate (103884) |
| **Working Title** |  |
| **Unit** | Choose an item. |
| **Department** |  |

**Job Summary**

Responsible for research administration-related pre- and/or post-award, such as the monitoring and associated reconciling of grants and contracts to ensure compliance according to award guidelines, and associated yearly projections.

**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 such as expenditures for materials, equipment, support staff, and travel
* May assist with the creation of proposals, may fully manage smaller grant submission, which may include coordinating with other internal staff; locating relevant materials, formatting, and editing
* May be responsible for projecting multi-year budgets
* Contribute with compliance in financial policies and procedures by resolving mid-size compliance-related issues and reporting larger issues to management
* Responsible for interpreting regulations and guidelines of program funding and ensuring those using funds understand such policies

**Required Qualifications**

* Intermediate word processing skills to include the ability to open, close, create, edit and save documents
* Advanced spreadsheet skills to include the ability to create spreadsheets with complex formulas such as V-lookup, linked files, graphs, and pivot tables
* Ability to calculate, analyze, and interpret mathematical and statistical information (e.g., percent differences, ratios, median, mean, weighted average, regression)
* Intermediate presentation skills to include the ability to create presentations (e.g., add slides, insert images, move and resize objects)
* Ability to think strategically and see how parts interact with the big picture
* Ability to effectively manage and execute multiple tasks, projects and priorities including the ability to prioritize workload to meet deadlines
* Ability to identify issues, investigate and resolve mid-size discrepancies
* Strong attention to detail and accuracy
* Excellent communication skills necessary in order to communicate intricate job-related processes to internal and external customers
* 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 three (3) years of experience in research administration

**Preferred Qualifications**

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**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.