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| **Market Title and Job Code** | Research Administrator Senior (103885) |
| **Working Title** |  |
| **Unit** | Choose an item. |
| **Department** |  |

**Job Summary**

Responsible for pre- and/or post-award research administration-related activities, such as the monitoring and associated reconciliation of a portfolio of grants and contracts to ensure compliance according to award guidelines and associated yearly projections for larger or more complex projects or programs.

**Summary of Role and Responsibilities**

* May develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs and communicate status with project team
* May compile budget data and documents, based on estimated revenues and expenses and previous budgets
* 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 be responsible for complete proposal development including budgets
* Responsible for interpreting and ensuring compliance of regulations and guidelines of program funding and ensuring those using funds understand such policies; assists with development and implementation of departmental policies
* Collect and analyze data to detect deficient controls, duplicated effort, fraud, or non-compliance with laws, regulations, and management 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, graphs, pivot tables, and linking of multiple components to create summary
* 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 utilize business sense and creativity to develop new ideas and solutions
* Ability to think strategically and see how parts interact with the big picture
* Ability to establish project plans, regularly monitor and track progress on work projects, and communicate with project partners
* Proven analytical problem solver
* Strong attention to detail and accuracy
* Excellent communication skills necessary in order to persuade and influence decision making of individuals, groups, or work teams, and to explain both technical and financial issues
* 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 five (5) years of experience in administration, accounting, or finance

**Preferred Qualifications**

* Previous experience in research administration managing mid-size awards

**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.