



USC University of
Southern California

Senior Research Administrator Job Description

JOB INFORMATION

<i>Job Code:</i>	121211
<i>Job Title:</i>	Senior Research Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Research - Administration
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Manages a portfolio of complex grants and contracts. Monitors proposal caseload and makes assignment recommendations accordingly. Delegates tasks and projects, when necessary. Resolves extremely complex issues escalated from team members and determines if further review is necessary by senior management or key University constituencies. Serves as a Subject Matter Expert (SME). Identifies and implements process improvements. Develops and administers program budgets and determines resource allocations. Negotiates and communicates with federal and state sponsors, industry sponsors, other institutions, and/or University schools or divisions. Serves as primary liaison between principal investigators, Office of Sponsored Research, research groups, senior University management and high profile sponsors, as required. Maintains awareness and knowledge of current changes within legal, regulatory, competitive economic and technology environments which may affect specialized programs. Directly or indirectly manages program and administrative staff, usually through subordinate managers and supervisors.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Expert knowledge and fluency of governmental regulations (e.g. FAR, A-21, A-110, A-133, CAS). Knowledge and ability to understand, interpret, and communicate University policies and procedures.
X		Excellent oral, written, and communication skills.
X		Excellent analytical skills; demonstrated proficiency in Excel and web-based tools.
X		Strong accounting skills; knowledge of accounting principles.
X		Expert in project management, including managing international collaborations and complex multi-sub award contracts.
X		Knowledge of personnel management, including proposing effort for and training and hiring of students, post-doctorals, academic appointments, regular staff, bargaining unit staff, and consultants, along with the circumstances appropriate for each type of position.
	X	Knowledge of procurement needs, including sole-sourcing, cost analyses, vendor requirements, and small business reporting.
	X	Ability to review a proposal or manage a project with understanding of the overall scope and goal of each sponsored project.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages a portfolio of complex grants and contracts. Provides short-term backup coverage for Research Administrators during periods of absence or leave.				
Monitors proposal caseload and makes assignment recommendations accordingly. Delegates tasks and projects, when necessary. Monitors workflow and processes and makes adjustments as required. Conducts performance appraisals. Provides coaching and mentoring, as necessary.				
Resolves extremely complex issues escalated from team members and determines if further review is necessary by senior management or key University constituencies.				
Serves as a Subject Matter Expert (SME). Interprets complex University and government policies (FAR, Cost Accounting Standards, Office of Management and Budget circulars, sponsored guidelines, etc.) for project and University personnel and helps guide other staff in interpreting complex policies.				
Identifies and implements process improvements. Oversees cross campus projects. Trains and advises staff and other University personnel on issues requiring specific technical expertise.				
Develops and administers program budgets and determines resource allocations. Reviews changes requested by staff and project stakeholders and provides recommendations regarding budget, time, and scope implications. Makes major budgetary allocation decisions. Provides forecasts and financial status reports as needed. Negotiates and oversees subcontracted services as necessary. Maintains accurate records and receipt processing.				
Negotiates and communicates with federal and state sponsors, industry sponsors, other institutions, and/or University schools or divisions in regard to application issues, terms and conditions, cost sharing, direct and indirect costs, general compliance with University guidelines, payment schedules, publication restrictions, ownership rights, confidentiality, intellectual property, and overall proposal and award rules and regulations.				
Serves as primary liaison between principal investigators, Office of Sponsored Research, research groups, senior University management and high profile sponsors, as required.				
Maintains awareness and knowledge of current changes within legal, regulatory, competitive economic and technology environments which may affect specialized programs. Ensures core compliance with all local, state and federal regulations as they pertain to the University or its research. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings,				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
seminars and conferences. Makes formal presentations. Represents University and/or unit, as assigned or appropriate.				
Directly or indirectly manages program and administrative staff, usually through subordinate managers and supervisors. Recruits, screens, hires, and trains staff, as necessary. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives. Recommends, approves and monitors professional training and development opportunities for staff.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-

inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.