



Assistant Research Administrator Job Description

JOB INFORMATION

<i>Job Code:</i>	121203
<i>Job Title:</i>	Assistant Research Administrator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Research - Administration
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Assists in the preparation of routine proposals within parameters of sponsored and non-sponsored research guidelines. Assists in the development, preparation and finalization of project budgets. Serves as liaison and active partner between principal investigators, Office of Sponsored Research, research groups, and other departments. Collaborates with Office of Sponsored Research to ensure awards are set up properly, including cost-sharing awards, if applicable. Reviews and understands the terms and conditions of sponsored projects administered. Initiates expenditures. Downloads and monitors reports supporting project status. Participates in contract closeout process and audits inquiries. Coordinates and organizes events related to sponsored projects. Participates in and contributes to process improvements and group projects.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor'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		1 year	
	X	2 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Broad knowledge of relevant research computer software (e.g., Microsoft Access, Word, Excel, PowerPoint; Outlook, SPSS, Visio, and SunGard).

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in creating and analyzing statistical reports.
X		Must be able to utilize computer technology to access data, maintain records and generate reports.
X		Proven oral and written communication skills to interact with other employees.
	X	Strong accounting skills; knowledge of basic accounting principles.
	X	Ability to complete Cardinal Curriculum I and II while in position.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in the preparation of routine proposals within parameters of sponsored and non-sponsored research guidelines. Coordinates and communicates submission process, both paper and electronic. Reviews documents for completeness and compliance.				
Assists in the development, preparation and finalization of project budgets. Understands and provides budget justification, as requested.				
Serves as liaison and active partner between principal investigators, Office of Sponsored Research, research groups, and other departments. Responds to routine sponsor inquiries.				
Collaborates with Office of Sponsored Research to ensure awards are set up properly, including cost-sharing awards, if applicable.				
Reviews and understands the terms and conditions of sponsored projects administered, including linked/footnoted terms and conditions not provided in hard copy or electronic copy.				
Initiates expenditures. Monitors post award spending and commitment activity. Reviews and certifies monthly expenditure statements, and facilitates quarterly review by principal investigators.				
Downloads and monitors reports supporting project status, and uses forecasting and decision aides under guidance.				
Participates in contract closeout process and audits inquiries. Submits final reports and certificates.				
Coordinates and organizes events related to sponsored projects, such as conferences, meetings, site visits, or sponsor reviews, as needed.				
Participates in and contributes to process improvements and group projects, as required.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/
Campus Security Authority (CSA)			Essential:
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.