POSITION DESCRIPTION

TITLE: Research Administrator - (Contingent, full-time)

Collective Bargaining - Ineligible - Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The Research Administrator is responsible for pre-award management and compliance aspects of sponsored research and coordination of undergraduate research at St. Mary’s College. She/he will be expected to provide hands-on support to faculty and inter-office coordination to ensure successful development and management of externally funded projects and undergraduate research activities. Directly reports to the Director of Research and Sponsored Programs; works independently with minimal supervision and is solution-oriented; and works closely with the RSP administrative assistant, departmental fiscal associates, the offices of academic affairs, business, publications and media relations, and advancement. Ongoing full-time funding for this position is contingent upon the College's success in meeting annual budget targets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Assists the Director of Research and Sponsored Programs (RSP) in identifying and disseminating funding sources to faculty across disciplines (e.g., arts, humanities, natural, and social sciences) and staff, and in developing & submitting grant proposals to external funders.
- Assists with appropriate pre-award management and research compliance.
- Coordinates and supports undergraduate research activities across campus.
- Maintains RSP records and databases and assists with regular reports on sponsored research activities.
- Maintains RSP and undergraduate website and disseminates RSP updates and news through social media.
- Assumes responsibilities as outlined in NIH BRAD award 1G11HD085545 and as assigned by the Director of Research and Sponsored Programs.

MINIMUM QUALIFICATIONS:

- Education: Bachelor’s degree or equivalent work experience required.
- Experience: One to two years of experience in similar position; experience with academic research, familiarity with federal, state, foundation, and/or corporate funding policies and procedures are preferred.
• Pays careful attention to details and ‘gets the job done right’.

• Excellent office management, organizational, interpersonal, customer service, and communication skills.

• Excellent writing and editing skills required (grant writing experience highly desired).

• Computer proficiency with experience in Microsoft Windows programs (Word, Excel, etc.) and basic spreadsheet functions.

• Works well in groups and independently.

• Establishes and maintains cooperative working relationships.

• Works effectively and efficiently under pressure and tight deadlines.

• Maintains a high level of confidentiality when working with sensitive information.

• Demonstrated qualities: creativity and resourcefulness, strong work ethic, team participation, enthusiasm, and dedication to the college mission and RSP/NIH BRAD program goals to effectively support faculty and undergraduate student research and to broaden and diversify the culture of research and scholarship at St. Mary’s College.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.