Sponsored Programs Administrator I or II
University of Idaho

Job Title	Sponsored Programs Administrator I or II
Department	University Research
Institution	University of Idaho
	Moscow, Idaho
Date Posted	Mar. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
	Finance/Investment Management
Apply Online Here	https://apptrkr.com/5087920
Apply By Email	
Job Description	

University of Idaho

Sponsored Programs Administrator I or II

Location: Off Campus Location - Remote Work Option Available

Division/College: University Research

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Employee Category: Classified

Pay Range: Dependent upon level of position

FTE: 1.0

Full/Part Time: Full Time

Position Summary:
Sponsored Programs Administrator I
This position facilitates the submission of proposals for external funding by the University of Idaho, reviewing them to ensure compliance with federal, state, university and sponsor regulations and guidelines. University faculty and staff create proposals to outside agencies to fund research, instruction, and other service projects through the university. The Sponsored Programs Administrator I is responsible for providing compliance oversight for research administration and sponsored programs; supporting the research, creative, and scholarly endeavors of the university faculty, staff, and students; ensuring the responsible stewardship of external sponsored funding; and assisting with the compliant submission of proposals.

Duties may include:

- Serve as a liaison to sponsor contacts on proposal-related administrative questions and issues
- Provide assistance, interpretation and guidance to principal investigators (PIs) and other university employees
- Collect and review required proposal documents
- Conduct research and analysis of new and existing agency requirements; recommend changes to university processes and policies as needed for compliance
- Maintain records and contribute to metrics data
- Coordinate proposal approvals for submission
- Other duties as assigned

Sponsored Programs Administrator II
This position facilitates the compliant submission of proposals for external funding by the University of Idaho. University faculty and staff create proposals to outside agencies to fund research, instruction, and other service projects through the university. This position is responsible for providing leadership for research administration and sponsored programs, supporting the research, creative, and scholarly

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endeavors of the university faculty, staff, and students. The position focuses on ensuring the responsible stewardship of external sponsored funding; overseeing the submission of mid to large-scale proposals by reviewing those proposals to ensure compliance with federal, state, university and sponsor regulations and guidelines; and mitigating risk by training other positions and staff, faculty, and students in this area.

Duties may include:

- Serve as a liaison to sponsor contacts on proposal-related administrative questions and issues
- Provide assistance, interpretation and guidance to principal investigators (PIs) and other university employees to mitigate risk and maintain compliance
- Collect and review required proposal documents, including mid- and large-scale proposals
- Conduct research and analysis of new and existing agency requirements; recommend changes to university processes and policies as needed for compliance
- Develop, deliver and participate in workshops and seminars
- Maintain records and contribute to metrics data
- Organize, prioritize, and plan own workload to meet deadlines
- Simultaneously handle a variety of proposals that require a high degree of attention
- Coordinate proposal approvals for submission
- Other duties as assigned

Salary range depending on education and experience:

- Sponsored Programs Administrator I - Classified hourly rate: $20.44 per hour or higher.
- Sponsored Programs Administrator II - Exempt Salary rate: $51,500 per year or higher.

Minimum Qualifications:
Sponsored Programs Administrator I and II

- High School Diploma or equivalent

Sponsored Programs Administrator I

  - One year providing financial processing support within an electronic finance system
  - Using spreadsheet software to compile, summarize and analyze financial data
  - Interpreting, applying, and explaining financial stewardship processes

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Sponsored Programs Administrator II

- Two years in a sponsored programs-related support position with a primary responsibility of reviewing proposals against submission requirements
- Using spreadsheet software to compile, summarize and analyze financial data
- Editing and writing business correspondence using proper grammar and punctuation as demonstrated in application materials
- Independently managing projects that involve multiple stakeholders

Preferred Qualifications:
Sponsored Programs Administrator I

- Bachelors degree
- Certified Research Administrator or Certified Financial Research Administrator
- At least one year in a sponsored programs-related support position
- Experience supporting proposal development or submission
- Experience using electronic proposal submission systems (such as research.gov, Grants.gov, NSPIRES, eRACommons, ASSIST)
- Experience participating in project budgeting, preferably at an institute of higher education, a non-profit or a federal entity
- Experience interpreting, applying and explaining policies and procedures or rules and regulations

Sponsored Programs Administrator II

- Bachelors degree
- Certified Research Administrator or Certified Financial Research Administrator
- Three or more years of experience in a sponsored programs-related support position (either pre- or post-award) related to applying project budgeting guidelines and procedures, preferably at an institution of higher education, non-profit or federal entity
- Experience serving as a liaison between internal and external entities and individuals to coordinate activities and resolve issues
- Experience with sponsor electronic proposal submission systems (such as research.gov, Grants.gov, NSPIRES, eRACommons, ASSIST)
- Experience working in a customer service-oriented team environment to accomplish shared goals

Physical Requirements & Working Conditions:

Required Licensures, Certifications or other

Posting Number: SP004318P

Posting Date: 03/04/2024

Closing Date:

Open Until Filled: Yes

Special Instructions:
Please address all the minimum requirements in the **Letter of Qualification**. Preferential review of applicants to begin on March 19, 2024.

If you would like a full copy of the job description for this position, please contact Kathleen Skovgard at **kskovgard@uidaho.edu**.

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: jobs.uidaho.edu

EEO Statement
University of Idaho is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

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Contact Information

Contact

University of Idaho

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