***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Administrator, Research**

Job Family: Research Administration

Sub Family: General Research Administration

**Job Summary:**

Responsible for assisting faculty, in a school or department, in administering and maximizing funds available to conduct research.

**Essential Functions:**

* Assist the Chair or department head for research in insuring that faculty members are apprised of research funding opportunities.
* Assist faculty members and business managers in the preparation of grant and funding requests and budget preparation.
* Maintain a database of all grants submitted including tracking individual faculty grant histories, success rates by agency, and providing faculty with historical perspectives regarding research opportunities.
* Insure principal investigators and division business managers maintain proper spending of all research funding.
* Assure department grants and contracts comply with all federal and state legal requirements and UMB policies prior to review by the Office of Research & Development.
* Assist in assuring that faculty are appropriately served by the UMB office of technology transfer, the office of sponsored programs and the institutional review board.
* Assist in the continued development of the department’s research strategic plan in accordance with UMB priorities.
* May coordinate planning and construction of all research laboratory facilities in collaboration with the department and school leadership.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in business, public administration or related field of study related to the research. Master’s degree preferred

Experience: Seven (7) years of progressive experience in pre- and post-award sponsored programs oversight

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

Financial disclosure required.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1408G

SOC Code: 131190 IPEDS: Business

EEO6 Code: Professional State Code: 9213601

USM eCode: E40144 AAP Code: 3A