***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, Sponsored Program**

Job Family: Research Administration

Sub Family: Sponsored Program

**Job Summary:**

The Sponsored Programs Administrator coordinates and manages unit-wide externally funded administrative research functions that include implementation of management and operational strategies. The position serves as liaison with University’s department staff and faculty to meet research administration goals and objectives while complying with University, federal, state, and sponsor rules and regulations. The Sponsored Programs Administrator works independently and provides solutions to issues outside of pre-established guidelines or processes. The Sponsored Programs Administrator works in Sponsored Programs Administration in the Office of Research and Development at the University of Maryland, Baltimore. Sponsored Programs Administration provides oversight and administrative support to investigators and departmental administrators throughout the life of sponsored projects to include submitting competitive proposals, negotiating agreements, and navigating the world of sponsored programs administration.

**Essential Functions:**

* Independently review grant and contract proposals to all sponsors for compliance with agency policies and procedures, University policies and procedures, and State of Maryland laws.
* Provide technical advice, problem solving assistance, and answers questions from faculty and administrators about routing and processing applications and processing proposals.
* Increase institutional knowledge related to sponsored research trends, regulations, and laws. Review and maintain familiarity with UMB policies and procedures and assist with implementing changes to UMB policies and procedures.
* Sign grant and contract proposals on behalf of the University.
* Pre-review triaged agreements for “red flags” and compares incoming agreements with previously executed agreements before passing agreements to Senior Sponsored Program Administrator or Sponsored Program Administration Manager for review and negotiation.
* Review boiler plate agreements and recommend revisions when needed to address new regulations and other issues.
* Provide ongoing training to faculty, departmental support staff, and central administration and ensures timely education and information related to sponsored programs administration.
* Meet with department or divisions to discuss sponsored programs issues.
* Maintain relationships with funding agencies by liaising with personnel and outside contacts to satisfy both partner and organization goals.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelor’s degree in business administration, finance, or other discipline appropriate to the position

Experience: Three (3) years of administrative experience in the area of research administration.

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education. Seven (7) years of related administrative experience in the area of research administration; **OR:** Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Financial disclosure required.

**Knowledge, Skills, and Abilities**

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

Job Code: E1487E

SOC Code: 131190 IPEDS: Business

EEO6 Code: Professional State Code: 9213053

USM eCode: E40144 AAP Code: 3A