***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: **Manager, Sponsored Programs Administration**

Job Family: Research Administration

Sub Family: Sponsored Program

**Job Summary:**

Sponsored Programs Administration Manager coordinates and manages unit-wide externally funded administrative research functions that include development and implementation of management and operational strategies. 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 Administration Manager has the authority to formulate, affect, interpret, or implement management policies or operating practice. The Sponsored Programs Administration Manager 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:**

* Creates a cohesive work team that works collaboratively to achieve unit’s goals. Oversees the recruitment, performance, and training of team members and continually reviews strengths and weaknesses of staff to maintain a well-trained, highly involved, and motivated team.
* Manages review of grant and contract proposals to all sponsors for compliance with agency policies and procedures, University policies and procedures, and State of Maryland laws.
* Ensures strategic alignment with unit and campus wide goals/objectives. Develops metrics and associated quality assurance monitoring to evaluate ongoing functional programs and controls. Assists in compilation and preparation of unit analyses, trends, and reports.
* Sign grant and contract proposals on behalf of the University. Review and negotiate triaged agreements, and obtain signatures sending to Sponsor.
* Consult with University Counsel and the Technology Commercialization Office as needed to ensure that contract provisions are appropriate and sufficient.
* Answer questions from faculty and administrators about routing and processing applications and processing proposals. Educate faculty and administrators about sponsored programs issues. Meet with department or divisions to discuss sponsored programs.
* Review and maintain familiarity with current policies and procedures. Researches regulations and law related to awards, and ensures sponsored program personnel are aware of changes.
* Serves as primary liaison with funding agencies.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelor’s degree in business, public administration, or in a discipline appropriate to position is required

Experience Five (5) years of directly related administrative experience in the area of research administration.

Supervisory: Two (2) year of direct management responsibilities that involves recruitment, training, and professional development related to position required

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

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

Job Code: E1488G

SOC Code: 131190 IPEDS: Business

EEO6 Code: Professional State Code: 9754804

USM eCode: E40144 AAP Code: 3A