Position Title: University Research Administrator  
FTE: 1.0  

Comparison Group:  
P-Class:  

Position Report Group: Office of the Vice Provost for Research  
Employee Name:  

FUNCTIONS/DUTIES

- Ensure provision of excellent customer service to faculty, OVPR staff, and sponsors in the ongoing administration of sponsored research by serving as an expert resource to the Baylor research community.
- Support all relevant activities in the University Research Administrator (URA) Office including proposal development, Just-in-Time (JIT) preparation, assistance with award acceptance and set up, subrecipient issuance and monitoring, preparation of programmatic reporting in coordination with Principal Investigators (PI), award maintenance, effort reporting, and final reconciliation for closeout.
- Confirm all proposal submissions and award terms and conditions are in accordance with federal and state regulations and guidelines, including federal OMB Uniform Guidance (2 CFR 200), sponsor specific, and institutional policies.
- Conduct periodic reviews for assigned sponsored awards, including monitoring spending trends, recording of transactions, overdrafts, resolving small balances on awards, reviewing of restricted budgets, tracking cost sharing commitments, and monitoring of subrecipient expenditures, if applicable, to ensure accordance with federal and state regulations and guidelines, including federal OMB Uniform Guidance (2 CFR 200), sponsor specific, and institutional policies.
- Maintain auditable records for sponsored awards, including proposal and award documents, reports, and sponsor and internal correspondences.
- Participate in trainings and professional development opportunities, as determined by the AVP, University Research Administrators.

COMPETENCIES

- Budgeting
- Cost Awareness
- Priority and Time Management
- Sharing Knowledge
- Analytical Thinking

JOB REQUIREMENTS

Education: Bachelor's Degree (Required), Master's Degree (Preferred)

Years: 5 years of relevant experience, including 2 years of progressively responsible research administration experience (Required)
Licenses/Certifications: n/a

FLSA Status: Exempt – Does not qualify for overtime

ORGANIZATIONAL DATA

This position reports to (title of immediate supervisor): Assistant Vice Provost for Research, University Research Administrators

This position directly supervises: 0 (FTE)

List employees directly reporting to this position (or attach a current organizational chart):

LEVEL OF INDEPENDENCE

Tbd/Baylor language placeholder

WORKING CONDITIONS

• Work performed in a normal office environment; constant
• Work performed in an environment requiring exposure to weather extremes; never
• Work performed in an environment requiring exposure to fumes, odors, and noise; never

PHYSICAL DEMANDS

• Physical effort with some handling of light weight such as supplier or materials (0-15 lbs); frequent
• Physical efforts including standing, lifting and carrying light to moderately heavy materials or equipment (15-50 lbs); occasional
• Physical effort such as pushing, pulling, bending, lifting, and carrying heavy objects (50 +lbs); never

VISUAL AND MENTAL

• Demands require close visual attention; constant
• Demands require prolonged mental concentration; constant

HAZARDS

• Exposure to hazards that may result in some injury, lost time, or threat to one's personal health; never
• Exposure to job hazards that may result in injury, lost time, total disability or death; never