University of Wisconsin - Madison

Position Vacancy Listing

PVL # 96717

Working Title:
Research Administrator

Official Title:
SR ADMIN PRGM SPEC(R07BN) or ADMIN PROGRAM SPEC(R07DN) or ASSOC ADMIN PRGM SPEC(R07FN)

Degree and area of specialization:
Bachelor's Degree in business, research administration or related field required. Bachelor's degree in a non-business or research administration area with relevant experience in research administration is acceptable.

Minimum number of years and type of relevant work experience:
1 year of administration experience required, preferably research administration at the University of Wisconsin-Madison. Familiarity with UW research administration policies, procedures, and systems; understanding of funding agency requirements, processes, and systems; and the ability to work closely with investigators to meet strict deadlines and proposal requirements highly preferred.

Principal duties:
70% Provide cradle-to-grave research administration for faculty and research/educational staff.

- Support investigators in submitting grant applications, tracking proposals and compliance requirements, tracking expenditures, coordinating submissions required by the funding agency, closing out awards, and ensuring that the department properly reports activities that meet program goals and sponsor requirements.
- Coordinate, submit and manage the training grants that support the Department's educational programs, ensuring that funds are properly used, file reports timely, and ensure department activities meet all sponsor requirements.
- Remain current on federal, state, and funding agency guidelines and best practices for pre- and post-award grants management.
- Collaborate with other Departmental administrative staff to ensure seamless administrative support to the research enterprise.

10% Manage salary funding.

- Monitor, initiate, and manage funding and funding changes for students, post-doctoral trainees, staff, and faculty on sponsored and non-sponsored funds.
- Initiate funding changes as necessary to ensure compensation levels match effort on sponsored projects.
- Coordinate with program managers and administrators from other departments to ensure the accuracy and timeliness of these transactions.

10% Monitor and manage student, post-doctoral training, and staff appointments for faculty and research staff.

- Ensure funds are available when reviewing a hiring request
- Communicate with faculty to plan student appointments (new, renewal, change, termination) and ensure they are completed timely.
- Work closely with the HR Business Partner, Financial Manager, and other administrative staff as necessary to execute the tasks necessary to manage these appointments.

10% Perform other duties as assigned and contribute to the overall departmental workflow, including drafting standard operating procedures in areas of expertise, suggesting changes to improve workflows and policies, and implementing final workflows and policies.

Requirements:
A criminal background check will be conducted prior to hiring.
A period of evaluation will be required

**Employee Class:**
Academic Staff

**Department(s):**    SMPH/BIOSTAT & MED I

**Full Time Salary Rate:**    Minimum $42,167 ANNUAL (12 months)
Depending on Qualifications

**Term:**
This is a renewable appointment.

**Appointment percent:**
50% - 100%

**Anticipated begin date:**
JANUARY 13, 2019

**Number of Positions:**
1

**TO ENSURE CONSIDERATION**
Application must be received by: JANUARY 04, 2019

**HOW TO APPLY:**
To begin the application process please click on the 'Apply Now' button. You will be asked to upload a current resume/CV and a cover letter briefly describing your qualifications relevant to the position. You will also be asked to provide contact information for three (3) professional references, including at least one current or former supervisor.

Questions about the position can be directed to:
Jeanne McCabe
Phone: 608-265-6702
610 Walnut St
Fax: N/A
205 Warf Office Building
Email: mccabe@biostat.wisc.edu
Madison, WI 53726-2336

Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number
(See RELAY_SERVICE for further information.)

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website:  http://www.oed.wisc.edu/478.htm

**NOTE:** Unless confidentiality is requested in writing, the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality. In the case where there are fewer than five finalists, the names of the five most qualified candidates must be released upon request.

**UW-Madison is an equal opportunity/affirmative action employer.**
We promote excellence through diversity and encourage all qualified individuals to apply.

Feedback, questions or accessibility issues: ohrwebmaster@ohr.wisc.edu

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