

**Career Path - Sponsored Research Support and Administration – Academic Units  
November, 2010**

JCC Title	Qualifications	Grade	Exemption Status	JCC Number	Job summary (all job qualifications and responsibilities are cumulative in nature)
Administrative Coordinator (generic role used for various functions). Continue to use for Sponsored Funding Assistant.	High School Diploma or equivalent combination of training and experience. 3 or more year's office experience, including working experience within the specific academic or university department or program area.	54	Non-exempt	3322	Responsible for providing coordinating, administrative and secretarial/clerical assistance for specific programs and projects. Works closely with department head or business manager to ensure that project and/or program is run smoothly. May be the only support staff for a particular program/project area. Requires in-depth knowledge and understanding of the practices, policies and procedures of the particular area.
Senior Sponsored Funding Assistant	Associate's degree or equivalent and Three or more years experience in sponsored funding support or related experience.	54	Non-exempt	3135 (new JCC)	Provides higher level administrative and processing support related to research grant, contract or other sponsored funding administration. Supports pre-award application preparation and submission, including detailed proposal processing, updating databases, handling general correspondence and communication with units, and other duties as assigned. Post award: processes transactions or adjustments as directed or required (i.e. expense reports, payroll distribution adjustments, accounts payable redistributions, feeder cost transfers, etc). Answers general questions or provides information regarding sponsor funding agreements, terms and conditions and expenditures. Assists administrators with the monitoring of awards. Identifies and refers issues that may require further interpretation or review to PI or unit management.

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Sponsored Research Administrator – Academic Unit	<p>Bachelor's degree or equivalent in education and experience. Two to four years of accounting or business administration experience including experience in sponsored research.</p> <p>Preferred: NCURA or SRA coursework.</p>	58	Exempt	3136 (new JCC)	Responsible for a broad range of research grant and contract management functions (fiscal, compliance, proposal development and grant and contract management) supporting multiple faculty members and/or laboratories that have multiple moderately complex grants with different end dates. Interprets regulations and guidelines for program submission and funding (both university and agency); consults with faculty on various option/scenarios that can be used in proposal planning and execution; develops forecasts and budgets and oversees post-award management through renewal or close-out. Interfaces with other university departments (OSP, SPA etc) and sponsoring agencies. Provides information to faculty members, and department administration, on long-term financial viability of department/center related to sponsored funding.
Senior Sponsored Research Administrator – Academic Unit	<p>Bachelor's degree or equivalent in education and experience. NCURA or SRA coursework or certification or equivalent combination of training, education or experience in university research administration. 4 to 6 years of progressive sponsored research administration and/or related business administration experience including practical work in sponsored research administration.</p>	60	Exempt	3137 (new JCC)	Performs a broad range of research grant and contract management functions (fiscal, compliance, proposal development and grant and contract management). Advises senior faculty members, and department administration, on long-term financial viability of department/center related to sponsored funding given multiple grants and contracts from various sources with differing project end dates. Interprets regulations and guidelines for program submission and funding (both university and agency); consults with faculty on various option/scenarios that can be used in proposal planning and execution; develops forecasts and budgets and oversees post-award management through renewal or close-out. Interfaces with other university departments (OSP, SPA etc) sponsoring agencies and departmental Administrators. May function as a team lead or supervise a small staff.