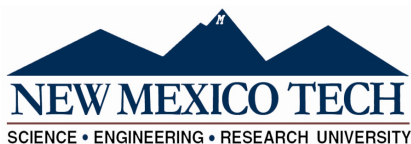


**Posted:** March 13, 2025



## POSITION ANNOUNCEMENT

**TITLE:** RESEARCH ADMINISTRATOR

**DEPT:** SPONSORED PROJECTS

REG

TEMP

FULL TIME

PART TIME

**STARTING RATE or SALARY RANGE** \$ 60,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** **03/24/2025**

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

This is an entry level position. Under general supervision, will learn to provide fiscal, administrative, and technical guidance and support to faculty and staff receiving external funding for research and other sponsored activities. Will be trained to negotiate awards, administer, extend, and terminate awards as appropriate to position. Will learn to research and interpret relevant regulations, guidelines, and standards, and will oversee the processing of grants, contracts, and cooperative agreements.

### JOB FUNCTIONS:

Under general supervision, serves as advisor to PIs and liaison between PIs and agencies regarding submitted proposals. Completes required representations and certifications. Analyzes and evaluates award budgets for correct calculation in each expenditure category. Verifies correct fringe benefit and indirect cost rates, and works with PIs to correct budget oversights. Reviews for compliance with various University policies. Signs proposal routing sheets routed by the Research Office.

**Award Negotiation:** Completes a comprehensive review of the award. Acts as negotiator and liaison between NMIMT and funding agencies, or assists in negotiations and resolves conflicting interests as necessary. May do extensive researching and interpretation of complex award or contract clauses involving 2 CFR 200, FARs, DFARs, DEARs, and EARs. Works with the Award Negotiations Manager regarding MOUs, NDAs, PIAs, and Teaming Agreements for both contractual and IP provisions. May be asked to consult with other award administrators, members of the administration, or NMIMT attorneys, and will usually become the official contractual representative for negotiated awards.

**Award Acceptance:** Conducts negotiations with sponsors to obtain mutually acceptable remedies to conflicts which will allow the University to accept awards. Analyzes and evaluates awards for compliance with agency and NMIMT policies and practices, prepares required acceptance documentation, and obtains official NMIMT signatures. Reviews supporting documentation for cost and pricing data. Corrects award instruments as necessary. Coordinates receipt of awards with principal investigators and obtains appropriate signatures. Distributes copies of signed awards to agencies, PIs, departments, and Sponsored Projects as required. Sets up awards in the financial system, uploads all documents to BDMS, records awards in appropriate internal logs, and sends new award notices. Monitors and/or initiates any amendments to original award instruments. Prepares and/or assists principal investigators in placing proper written requests for award extensions, deviations, or modifications. Analyzes and evaluates awards for compliance with agency and NMIMT policies and practices, prepares required acceptance documentation, and obtains official NMIMT signatures. Reviews supporting documentation for cost and pricing data. Corrects award instruments as necessary. Coordinates receipt of awards with principal investigators and obtains appropriate signatures.

Distributes copies of signed awards to agencies, PIs, departments, and Sponsored Projects as required. Sets up awards in the financial system, uploads all documents to BDMS, records awards in appropriate internal logs, and sends new award notices. Monitors and/or initiates any amendments to original award instruments. Prepares and/or assists principal investigators in placing proper written requests for award extensions, deviations, or modifications.

**Account Maintenance:** New, Existing, and Closeout: Reviews grants and contracts to identify financial and invoicing requirements. Establishes new awards in the Banner system showing understanding of the terms and conditions. Is able to identify pass-through agency and maintains funds in the Banner system to ensure all information is accurate and up to date. Maintains print and digital award modifications/amendments. Prepares journal entries, invoices, payroll accounting distributions, and other required forms. Maintains direct communication with PIs regarding all changes to awards. Prepares close-out documentation and closes out awards including review and analysis, invoice reconciliation, closing adjustments, final invoicing, and financial reporting as required. May be required to submit Subcontractor's Release, patent/invention reports, and/or property reports. Ensures equipment disposition is obtained. May be required to upload reports into agency reporting systems. Assists in maintenance of sponsored research attribute database, invoice tracking systems, and accounts receivable. Performs Banner financial system closeouts.

**Compliance Administration:** Understands the requirements of each award, the agency's requirements as well as federal, state, and/or university regulations. Assists and advises PIs in administrative and financial matters including budget transactions, verifies and enforces sponsor's terms and conditions, processes administrative reports. May be required to develop or assist in development of accounting applications for personal computer in order to satisfy various award requirements. Reviews requests to expend funds in order to ensure compliance with agencies' terms and conditions. Monitors compliance with established internal control systems. May prepare or coordinate the preparation of regularly scheduled reports required by funding agencies or to satisfy award requirements. Is able to explain billing and reporting and resolve related problems, works with the Property office to assure government furnished property is properly accounted for, and interacts with Accounts Payable, Payroll, Purchasing, the Graduate office and Financial aid as needed.

**Cash Management:** Evaluates awards for availability of funding, and monitors billing on active awards, informing decision makers of accounts at risk. Reviews transactions to determine allocability and allowability of expenditures during the period of performance and after award termination. Approves expenditures in both Banner and Works. Approves student contracts, payroll distributions, ePAFs, work authorizations, and DEAFs on sponsored projects. Validates the receipt of reimbursable purchases before billing to agencies. Follows reasonable procedures to ensure timely collection of invoiced amounts. Writes off deficits and surpluses, monitors collections, and closes out awards in the Banner system

## **REQUIRED QUALIFICATIONS:**

Bachelor's Degree in any degree considered, but accounting, business administration, management, or other related fields are preferred. A minimum of 15 hours of accounting or equivalent experience, plus one or more courses in business law required. Computer experience in MS Excel, MS Word R Strong oral and written communication skills. Ability to use professional judgement and discretion in dealing with outside auditors and external agencies. Ability to participate in work assignments under the supervision of higher level employees; ability to work independently on assignments of standard difficulty; ability to schedule own workload and meet deadlines. Ability to use broad knowledge of practices and procedures to handle complex assignments; ability to understand and interpret complex materials such as federal regulations, legal interpretations, audit reports, and documentation of internal control systems. High level of organizational skills. Willingness to be wrong, research facts, and overcome errors. Tact, perseverance, and independent judgement. Ability to work and adapt under a highly regulated and constantly changing environment.

## **DESIRED QUALIFICATIONS:**

Knowledge of 2 CFR 200, FARs, and DFARs D Experience with Banner grants module and general knowledge of State of NM procurement regulations.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	S
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 10%	Sitting 65%	Walking 5%	Pulling 5%
Pushing	Lifting 10%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching 2%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)