

Class Code:.....0221  
Position #:(PSA).....  
Developed by:.....PA  
Reviewed by:.....LK  
Approved by:.....LK  
Date:.....6/10

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Assistant Director, Sponsored Projects  
**DIVISION:** Research & Economic Development  
**REPORTS TO:** Director, Sponsored Projects  
**GRADE:** 12  
**SUPERVISES:** Professional, technical, clerical support staff as assigned

**BASIC FUNCTION:**

Provide high-level support for the pre- and post-award functions of the Sponsored Projects Office including: serve as primary contact for award acceptance; account administrator for all electronic submission vehicles, both inside the University and at the agencies; serve as the authority to resolve budget and expense allowability questions. Perform complex budget preparation and review. Act as overflow support for Grant and Contract Specialist and Analyst positions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintain an effective working knowledge of all federal, state, University and local rules and regulations necessary for the submission of proposals, and in order to support sponsored project administration.

Interpret, communicate and implement policies and procedures pertaining to and consistent with the functions of sponsored projects administration.

Supervise staff to effectively oversee that the University's sponsored project administration is in compliance with OMB circulars, agency policy, and federal, state and University regulations.

Document processes and automate procedures to ensure efficient operations with balanced controls.

Work with Sponsored Projects personnel to troubleshoot budgeting, proposal submission, expense allowability, reporting and invoicing issues.

Work with the Director to review agreements from funding sources to determine if they are Type II grants in the nature of a gift to be administered through the Foundation, or if the agreement calls for deliverables and should therefore remain with Sponsored Projects.

Prepare year-end audit work papers and assist in federal, state and independent audits of the University, and audits for URI-sponsored projects in foreign countries, ensuring timely and accurate resolution of audit issues.

Review monthly, quarterly and annual financial reports prepared for funding agencies prior to submission to the Director.

Act as POC for the University in receiving awards from federal agencies.

Maintain University profile on all electronic submission portals.

Act as system administrator in proposal submission software, giving and changing access for University users.

Assist in maintaining, expanding, developing and monitoring the computerized tracking system for all proposals and awards.

**OTHER DUTIES AND RESPONSIBILITIES:**

Exhibit sensitivity to and consistently meet the support requirements of a research environment, and be committed to customer satisfaction.

Be committed to effective teamwork.

Be flexible and open to change, show initiative, and be proactive.

Assist the Director of Sponsored Projects on other matters as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management and spreadsheet software and federal electronic proposal submission systems.

**ENVIRONMENTAL CONDITIONS:**

There are no adverse environmental conditions associated with this position.

**QUALIFICATIONS:**

**Required:** Bachelor's degree; minimum of five years of experience in research administration, preferably in a higher education or government environment; experience with word processing, spreadsheet and database management; ability to pay attention to detail and to work with a high degree of accuracy; ability to communicate effectively verbally and in writing, in a helpful and informative manner; excellent interpersonal skills; demonstrated ability to organize, coordinate, and supervise support staff; demonstrated ability to be a team leader; ability to work collaboratively with other team members to prioritize the team's workload; proficiency with federal, state, university, and sponsor level requirements for sponsored projects.

**Preferred:** Master's degree; experience with PeopleSoft, Oracle or other ERP system; a working knowledge of university organization and activities; research administration experience in a higher education or government environment.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**