

Research Advancement Administrator Senior (Job Number – 105813BR)

Campus	Tempe
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is a not grant-funded position and is not contingent on future grant funding.
Salary	Depends on Experience
Close Date	November 15, 2024
Job Description	<p>Mary Lou Fulton Teachers College is seeking a driven and detail-oriented Research Advancement Administrator Sr. to oversee vital financial operations within our research division. Reporting to the Assistant Director, this role will manage post-award financial processes, including account monitoring, payroll administration, and detailed reconciliations of sponsored projects.</p> <p>The position offers the opportunity to directly support groundbreaking research initiatives by collaborating with Principal Investigators on financial planning and expense management, while also providing mentorship to student workers. Our ideal candidate will combine strong financial expertise with exceptional organizational skills to ensure the seamless administration of research funding.</p>
Essential Duties	<ul style="list-style-type: none"> • Provides guidance and assistance in preparing administrative post award management including At-Risks, Pre-Award Costs, re-budgets, No Cost Extensions • Completes account monitoring and reviews account reconciliations • Provides documentation for or completes expense transfers • Resource to investigators and departmental business staff on sponsor policies and regulations regarding the administration of award funds • Monitor compliance issues and assist in resolution • Provides account close out assistance • Reads award documents to determine restrictions and other pertinent information • Assists investigators with renewals and periodic reports for grant agencies • Acts administrative resource to investigators and ORSPA staff to resolve problems and correct errors in fund management • Approves transactions within designated limits • Other duties as assigned
Minimum Qualifications	Bachelor's degree in a related field. Five years of experience in a field appropriate to the area/unit of assignment OR Any equivalent combination of education and/or experience from which comparable knowledge, skill and abilities have been achieved.
Desired Qualifications	<ul style="list-style-type: none"> • Ability to manage comprehensive post-award administration, including budget development, modifications, extensions, and complex account reconciliation • Experience in research funding processes, financial management systems, and project accounting principles including cash management • Experience in subcontract development, execution, monitoring, and sponsored project reporting through closeout procedures

	<ul style="list-style-type: none"> • Experience in research administration systems including Workday, PeopleSoft, KE Forecasting Tool, Analytics Reporting tools, and Microsoft Office Suite • Experience in utilizing collaboration platforms for project management including MS Teams, Skype, Zoom, and Slack • Demonstrated knowledge of federal, state, and university regulations governing research administration and sponsored programs • Experience in organizing, prioritizing, and independently managing multiple projects while adapting to changing priorities and meeting strict deadlines • Experience in establishing and maintaining effective professional relationships while navigating complex situations with multiple university stakeholders • Ability to assess user needs, identify priorities, and apply critical thinking and problem-solving strategies • Evidence of effective communication and interpersonal communication across all organizational levels
<p>Work Environment</p>	<p>Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting. Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties. Ability to work both independently or within a complex structured team. Normally receives no instructions on routine work and general instructions on new assignments with review of completed tasks. Exercises judgment within generally defined practices & policies in selecting methods & techniques for obtaining solutions.</p> <p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p>Flexible work options</p> <ul style="list-style-type: none"> • Alternative work schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times. • Hybrid work is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.
<p>Department Statement</p>	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 8,000 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p>

Aligned with ASU’s [charter](#), MLFTC is committed to advancing inclusive excellence in our curricula, programming and institutional relationships. The college’s core value of [Principled Innovation](#) connects individual decision making to the pursuit of inclusive excellence.

ASU Statement	<p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.</p>
Employment Verification	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
Instructions to Apply	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p>

Only electronic applications are accepted for this position.
<https://cfo.asu.edu/applicant>
