

## Research Advancement Administrative Senior (Job Number: 96562BR)

<b>Campus Location</b>	Tempe
<b>Department Name</b>	Mary Lou Fulton Teachers College
<b>Full-Time/Part-Time</b>	Full-Time
<b>Grant Funded Position</b>	This is not grant funded position and is not contingent on future grant funding.
<b>Salary</b>	\$42,900 to \$70,000, DOE
<b>Close Date</b>	November 27, 2023
<b>Job Description</b>	Mary Lou Fulton Teachers College is seeking a candidate to support post-award activities. This position will be responsible for providing post-award financial, accounting, and administrative support for both sponsored and non-sponsored accounts. Additionally, this person will work with College researchers to manage grants from various federal and state agencies, foundations, and industrial organizations.
<b>Essential Duties</b>	<p>The Research Advancement Admin Senior will focus primarily on post-award duties and responsibilities. This position will:</p> <ul style="list-style-type: none"> <li>● Advise on and manage post award processes including but not limited to: at-risks accounts, pre- award costs, additional pay, re-budgets, no cost extensions, carryover requests, tracking cost-share and all other Office of Research and Sponsored Program actions.</li> <li>● Serve as a resource to principal investigators, program managers and business staff on sponsor policies and regulations regarding the administration of award funds.</li> <li>● Assist research investigators with renewals and periodic reports for grant agencies working in conjunction with ORSPA to ensure timely and accurate post-award accounting of grants and contracts.</li> <li>● Research award documents to identify and advise on restrictions, deliverables and other pertinent information.</li> <li>● Control expenditures in accordance with budget allocations; recommends best practices for equipment purchases as well resources for the function/program.</li> <li>● Monitor a variety of account expenditures, maintain and reconcile detailed budgets for various accounts, advises and/or determines which expenditures are within the budget guidelines; informs management of irregularities and proceeds with corrective action.</li> <li>● Account monitoring and reconciling and tracking after-the-fact effort reporting.</li> <li>● Manage awarded projects in accordance with university and sponsor regulations.</li> <li>● Monitor performance against approved budget and prepare analysis of variance reports for faculty.</li> <li>● Establish controls for approval of various actions within functional responsibility, such as personnel actions and expenditures.</li> <li>● Prepare journal entries and expense transfers. Manage, analyze and approve purchase orders for assigned areas. Prepare and conduct billing and invoicing,</li> </ul>

	<p>budget adjustments and amendments, personnel action transactions, payroll redistributions, review and approve travel requests, manage position funding as related to the budget. Processes a heavy volume of financial transactions from multiple funding sources, (i.e. grant, gift, general operating, etc).</p> <ul style="list-style-type: none"> <li>● Participate in team meetings and activities.</li> <li>● Perform other duties may be assigned.</li> </ul>
<b>Minimum Qualifications</b>	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.
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>● Demonstrated knowledge of federal regulations as they apply to research administration (Uniform Guidance) for Post-Award Services.</li> <li>● Experience with financial and human resource management systems.</li> <li>● Experience with computer applications (i.e. Word, Excel, Amazon Workspaces, QuickBooks, etc...) for creating budgets, forecasting, analysis, communications, and reports.</li> <li>● Experience in being a problem solver who can take initiative and set priorities while being flexible.</li> <li>● Experience in coordinating activities and establishing priorities.</li> <li>● Experience in working effectively in an environment subject to tight deadlines and quickly changing priorities.</li> <li>● Experience in applying independent judgment and making decisions affecting function or procedures for which they are accountable.</li> <li>● Experience in utilizing knowledge of research administration to identify solutions to issues.</li> <li>● Evidence of directly serving customers, clients and/or stakeholders.</li> <li>● Ability to develop and maintain cooperative working relationships both within and across organizational areas.</li> <li>● Evidence of effective communication skills.</li> </ul>
<b>Working Environment</b>	<p>Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking; 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 to perform essential duties; regular review of completed tasks.</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><b>Flexible work options</b></p> <ul style="list-style-type: none"> <li>● <b>Alternative work</b> 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.</li> <li>● <b>Hybrid work</b> 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.</li> </ul>
<b>Department Statement</b>	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

	<p>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> <p>Aligned with ASU's <a href="#">charter</a>, MLFTC is committed to inclusion and student success. The college's core value of <a href="#">Principled Innovation</a> connects individual decision making with the social, cultural, emotional and educational needs of others while creating positive change for humanity.</p>
<b>ASU Statement</b>	<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 80,000 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 <a href="https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco">https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</a></p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><b><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u></b>  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 <a href="https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf">https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf</a>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <a href="https://cfo.asu.edu/az-resources">https://cfo.asu.edu/az-resources</a>.</p>
<b>Employment Verification</b>	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
<b>Fingerprint Check Statement</b>	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
<b>Instructions to Apply</b>	<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>

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	Only electronic applications are accepted for this position. <a href="#">96562BR</a>
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