Research Advancement Administrator  
(Job Number: 65204BR)

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<th>Campus Location</th>
<th>Tempe</th>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<td>Grant Funded Position</td>
<td>This is not a grant-funded position and is not contingent on future grant funding.</td>
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<td>Salary</td>
<td>$42,480 - $59,000; DOE</td>
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<td>Close Date</td>
<td>January 29, 2021</td>
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**Job Description**

The primary role of the Research Advancement Administrator is to support faculty and staff researchers associated with Mary Lou Fulton Teachers College by providing direct support in the area of proposal preparation. The Research Advancement Administrator is responsible for ensuring all externally sponsored research activities are compliant with federal, sponsor, and ASU guidelines and policies. The Research Advancement Administrator will also serve as a liaison with the Office of Research and Sponsored Project Administration (ORSPA) and the ASU Foundation for a New American University (ASUF). Under general direction, performs sponsored project unit role and work of considerable difficulty in interfacing with department/unit faculty to develop for submission funding proposals to various federal and state agencies, foundations and industrial firms.

**Essential Duties**

- Review funding announcements and providing guidance on sponsor requirements.
- Develop solicitation summaries and track associated data.
- Contact sponsors for clarification of application guidelines.
- Develop accurate budgets for unit faculty for sponsored projects purposes, including budgets containing cost share and/or reduced overhead requirements.
- Prepare sponsor budget forms or creating acceptable budget formats.
- Assist with other sponsor required forms and review for compliance (current and pending support, biosketches).
- Complete administrative information according to sponsor guidelines.
- Complete and route all internal forms using information provided by PI/Unit.
- Verify cost sharing required by sponsor.
- Upload files for sponsors requiring electronic submission.
- Assist sub-recipients with questions related to sub-recipient commitment forms.
- Develop and maintain electronic records of the proposal for unit archival needs.
- Perform review of project proposals to ensure completeness, accuracy, and compliance with all required documentation.
- Review proposals against guidelines before sending to ORSPA and/or ASUF.
- Submit applications to ORSPA and/or ASUF for review, signature, and transmittal to sponsor.
- Assist with post submission action items requested by the sponsor such as revised budgets, scope of work, additional certifications, etc.
- Act as administrative resource to ASU research investigators and ORSPA staff to resolve problems and correct errors.
- Assist with day-to-day operations of pre-award proposal submissions as related to the administration of federal, state, and local government, not-for-profit and commercial grants and contracts.
- Assist with training development or delivery for researchers.
- Perform other duties as assigned.

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<th>Minimum Qualifications</th>
<th>Bachelor's degree in a related field. Three 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.</th>
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| Desired Qualifications | • Demonstrated knowledge of grants management systems.  
• Demonstrated knowledge of project management methods, practices and standards.  
• Demonstrated knowledge of MS Office applications and/or operations.  
• Effective verbal and written communication.  
• Experience applying knowledge of federal and state regulations governing management of grants and contracts.  
• Experience working effectively in an environment subject to regularly changing priorities and strict deadlines requiring regular follow through of activities within assigned work. |
| Working Environment | • Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work.  
• Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds.  
• Works under supervision; receives detailed instructions and works from general instructions on standard job duties.  
• Regular review of completed task may be required. |
| Department Statement | ASU's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,600 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. |
| ASU Statement | 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.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

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.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**
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 Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.

**Employment Verification**
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**
Application deadline is 3:00PM Arizona time on the date indicated.

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.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

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