

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, RESEARCH SERVICES

Reports To: Designated Supervisor

UW Job Code: 3516

UW Job Family: 32 - Administrative Support

SOC Code: 13-2011

FLSA: Exempt

Pay Grade: 22

Date: 5-1-08

JOB PURPOSE:

Administration and management of policy and regulations related to the research and sponsored project enterprise.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Negotiation and issuing of sub-awards with educational institutions and other federal, private entities and non-governmental entities (including foreign entities).
- Assist the UW community (including off-campus sites) in submission and pre-award administration related to research and other sponsored programs. This includes the development and preparation of proposals and project budgets.
- Serve as a resource to faculty, staff and students.
- Pre-award services to UW community (including off-campus sites) related to research and other sponsored projects including development and preparation of proposals and project budgets. Receive and review proposals for UW and outside agency compliance and approve proposals for submission.
- Represent UW in interactions with sponsor agencies to obtain and provide information to support proposals and current research projects. Negotiate award conditions (including budget revisions) and contracts on behalf of UW.
- Remain current and informed of federal policy and regulation, agency requirements and national issues related to research administration.
- Assist in developing and delivering training for the university community on research administration topics and systems.

SUPPLEMENTAL FUNCTIONS:

- Facilitate independent auditors and agency representatives in their examination of the sponsored programs' records.

- Perform special projects, as directed.
- May serve on University and/or external committees or task forces as necessary.
- Attend conferences and workshops applicable to sponsored programs' administration.

COMPETENCIES:

- Attention to Detail
- Collaboration
- Influence
- Integrity
- Judgment
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, advanced, and expert level of accounting theory, principles and practices.
- University, federal, state, and sponsored agencies' policies, regulations and procedures.
- Business practices and financial reporting methods and techniques.
- Basic, advanced and expert mathematical calculations and theory.
- Basic and advanced computer applications and computerized accounting systems.
- Records and time management principles and practices.
- Basic and advanced auditing policies, standards and procedures.
- Cash handling policies and procedures.
- Project supervision and training methods and techniques.
- Effective communication methods, both written and orally.
- Problem-solving methods and techniques.

Skills and Abilities to:

- Provide expert-level Research Administration consulting and advice.
- Analyze budgets and expenditures ensuring compliance with fiscal policies, accountability reporting and funding requirements.
- Balance and reconcile budgets following accounting policies and procedures.
- Effective, clear and concise communication, both orally and in writing with University, State, Federal and outside agencies.
- Make decisions regarding authorization or rejection of expenditure/disbursement according to statutes, policies and budgetary limitations.

- Prioritize work assignments, autonomously.
- Meet multiple and demanding deadlines.
- Use computer applications including spreadsheets, databases, graphs, charts and a computerized accounting system.
- Prepare computerized financial reports and make projections.
- Maintain and manage accurate accounting records.
- Resolve accounting problems within accounting policies, rules and regulations.
- Provide project supervision and train others on accounting practices and procedures.
- Interact effectively with auditors.
- Research information to attain answers and solve problems.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Indoor/office environment. Position subjected to computer video display hazards and repetitive hand movement hazards regularly.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.