

Sul Ross State University Position Description

Official Title: Research Facilitator **Salary Group:** Classified (13) Exempt **Job Code:** 5231

Summary

Function: Provides administrative project management and technical assistance of multi-year NIFA grant

Scope: Provides support necessary to administer large multi-year NIFA funded grant involving the hydrology of the Rio Grande Basin. This is an hourly, part-time position funded through August 31, 2013 by NIFA Awards 2009-38899-20017 and 2010-38899-21534.

Duties

Essential: Responsible for the administration and technical support of a large grant project involving the hydrology of the Rio Grande Basin, which is funded through the United States Department of Agriculture (USDA). This administrative effort will involve coordinating researchers and budgets from the four schools in the Texas State University System and performing award close-out functions for multiple years of funding (including final report preparation per USDA guidelines). The individual will maintain communication with the researchers and with program officers at the USDA. Additional duties will include coordinating a final project meeting, organization and compilation of progress reports and monthly financial reports; review subaward invoices; website maintenance, compilation of final project reports for public dissemination, assist Research Technician and students working on projects and other duties as needed. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Reports to Project Director

Given: May supervise students

Education

Required: Earned B.A. or B.S.

Preferred: Earned M.A or M.S.

Experience

Required: Highly organized with research grant administration experience

Preferred: Accounting, management and reporting experience with federally funded research grant administration in a higher education work environment

Equipment/Skills

Required: Knowledge and experience with computer applications such as word processing, database, spreadsheets

Preferred:

Working Conditions

Usual: Office conditions, must be willing to travel, may require work during evening or weekends, field work optional. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: May 2012