Job Title: Research Project Administrator

Department: Electrical & Computer Engineering

Reports To: Director, Emerging Radio Systems Group (EmRG)

Jobs Reporting: None

Salary Grade: USG 5

Effective Date: September 2022

Primary Purpose
The Research Administrative/Financial Assistant provides administrative support to Emerging Radio Systems Group (EmRG) in all aspects of its research projects. The primary responsibilities include initial grant/contract proposals, facilitating post-award support, and assisting with project reports.

Key Accountabilities

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<th>Research Financial Administration:</th>
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<td>• Prepare expense reimbursement claims in compliance with university policies and procedures and external granting agencies;</td>
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<td>• Responsible for the financial administration of research grants for assigned faculty members in accordance with the relevant university policies and granting agency guidelines;</td>
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<td>• Review and reconcile research accounts monthly and advise the Director of any discrepancies or budget constraints;</td>
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<td>• Implements administrative procedures and systems to meet EmRG operational needs and informs team members accordingly.</td>
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<td>• Assists with the monitoring of laboratory and other research supplies/equipment</td>
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<td>• Assist with the procurement of research goods and services and ensure compliance with university policies;</td>
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<td>• Process vendor invoices and prepare travel claims for the director and members of the research group;</td>
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<td>• Monitor funds availability to support the Director’s research program;</td>
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<td>• Reconcile financial statements for research accounts on monthly basis and report any concerns to the researcher, assists with problem-solving;</td>
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<td>• Prepare salary re-allocation forms based on budget changes;</td>
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<td>• Acts as a resource on financial procedures and policies relevant to their grants and contracts;</td>
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<td>• Liaison with other units and externally with partner agencies.</td>
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<th>Research Project Support:</th>
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<td>• Track project schedules and deadlines for reporting;</td>
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<td>• Monitor accounts following various granting agency regulations;</td>
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<td>• Assist in the preparation of year end and other progress reports for granting agencies as required;</td>
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<td>• Complete any forms/budgetary information related to the granting agencies and the Office of Research as required;</td>
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<td>• Respond to information requests from internal and external colleagues, collaborators, and agencies;</td>
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<td>• Maintain records of project agreements.</td>
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<td>• Assists with scheduling the use of lab equipment, upholding safety requirements in labs.</td>
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<td>• Tracks and assists with the management of project workflow in the assigned labs and workspaces.</td>
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### Job Description

- Coordinates all EmRG requests for computer and related accessory purchases, repairs, technical inquiries/trouble shooting, with the department's Research Infrastructure Support Group.
- Maintains EmRG's inventory of computing equipment/supplies for new and existing team members.
- Coordinates tours of EmRG facilities, including photo/video shoots, as requested.
- Provides information to EmRG’s management team to update the EmRG website as needed.

#### Human Resources administration:
- Complete paperwork for salary or scholarship payments for students in group;
- Prepare payroll forms for co-op students, research assistants, and visitors;
- Submit requests for non-faculty appointments e.g. Research Associates in conjunction with the Research Appointments Coordinator;
- Provide information and advice regarding hiring processes.

#### Development of Grant Proposals and Reports:
- Complies application information and assist with the preparation of applications and proposals for funding to external agencies;
- Provide copy editing support;
- Assists in the preparation of research budgets for major contracts and research grants including overhead costs, salaries etc.

#### Communication and liaison activities:
- In co-ordination with the Director, ensures dissemination of information including announcements, presentations, promotional materials, etc., in accessible format.
- Acts as a contact person for investigators, research staff, graduate students and partners.
- Plans and organizes meetings, research symposia, guest lectures and seminars, and conferences.
- Provides on-boarding for new research team members (including graduate students and visitors).
- Coordinates the planning and logistics for site visits.

#### Other:
- Maintain an up-to-date CV for the Director and track all publications/citations, collaborations and presentations;
- Maintain knowledge of granting agencies requirements;
- Coordinate research meetings with industry partners;
- Submit requests for space, keys, telephone and computer accounts for new members;
- Provide assistance with special projects as assigned.

### Required Qualifications

#### Education
- Two years college in Business/Accounting (undergraduate degree preferred), or equivalent education and experience.

#### Experience
- 3 years related business/financial experience, including financial monitoring and analysis, preferably in a university research environment.
- Experience with online financial reporting systems and granting agency systems.
- Experience in preparation of reports and proposals and knowledge of grant program requirements.
- Understanding of University and research granting processes an asset.

#### Knowledge/Skills/Abilities
- Excellent computer skills (MS Office including Word, Excel, databases, SharePoint, web-based)
- Superior oral and written communication skills, including an ability to interact professionally and effectively
Job Description

- Ability to work independently with a high degree of accuracy, attention to detail and flexibility
- Good judgement and problem solving skills
- Excellent time management, organization and coordination skills are required.
- Ability to adapt to changing administrative and financial systems.
- Demonstrated ability to handle confidential information with discretion and tact.

Nature and Scope

- **Contacts:** Communicates with Financial coordinators/officers, Office of Research, payroll, and administrative personnel to provide information, coordinate activities and to obtain clarification regarding policies and procedures.
- **Level of Responsibility:** Financial responsibilities with application of policies and procedures. Must be proactive and take initiative to resolve research related issues. Works with minimal supervision.
- **Decision-Making Authority:** Makes decisions about priorities and appropriate actions to take to address financial issues/concerns.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Office base, with no significant risks. Minimal exposure to disagreeable conditions typical of a financial position. The role involves dealing with a variety of tasks, frequent interruptions, and adjustment of priorities.