

**Job Title:** Research Project Administrator

**Department:** Electrical & Computer Engineering

**Reports To:** Director, Emerging Radio Systems Group

**Jobs Reporting:** None

**Hourly Rate** \$25.00/hour

**Number of hours per Week** 35 hours per week

**Effective Date:** ASAP

To apply for this position, please send a current CV and resume to: [slim.boumaiza@uwaterloo.ca](mailto:slim.boumaiza@uwaterloo.ca)

## Job description

### Primary Purpose

The full-time Research Project Administrator 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:

#### Research project administrative support:

- Prepare expense reimbursement claims in compliance with university policies and procedures and external granting agencies;
- Responsible for the financial administration of research grants for assigned faculty members in accordance with the relevant university policies and granting agency guidelines;
- Review and reconcile research accounts monthly and advise the Director of any discrepancies or budget constraints;
- Implements administrative procedures and systems to meet EmRG operational needs and informs team members accordingly.
- Assists with the monitoring of laboratory and other research supplies/equipment
- Assist with the procurement of research goods and services and ensure compliance with university policies;
- Process vendor invoices and prepare travel claims for the director and members of the research group;
- Monitor funds availability to support the Director's research program;
- Reconcile financial statements for research accounts on monthly basis and report any concerns to the researcher, assists with problem-solving;
- Prepare salary re-allocation forms based on budget changes;
- Acts as a resource on financial procedures and policies relevant to their grants and contracts;
- Liaison with other units and externally with partner agencies.

### **Research Project Support:**

- Track project schedules and deadlines for reporting;
- Monitor accounts following various granting agency regulations;
- Assist in the preparation of year end and other progress reports for granting agencies as required;
- Complete any forms/budgetary information related to the granting agencies and the Office of Research as required;
- Respond to information requests from internal and external colleagues, collaborators, and agencies;
- Maintain records of project agreements.
- Assists with scheduling the use of lab equipment, upholding safety requirements in labs.
- Tracks and assists with the management of project workflow in the assigned labs and workspaces.
- 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.

#### **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.

#### **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
- 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.