

Job Description

Job Title:	Administrator, Research Partnerships
Department:	Office of Research
Reports To:	Sr. Manager, Research Partnerships
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	August 2018

Primary Purpose

The Administrator, Research Partnerships, is responsible to the Sr. Manager for government contract and grant administrative functions (legal, administrative and contractual) in all Faculties.

Key Accountabilities

Research Administration

- Provides general administrative support to the Research Partnerships team, including responding to requests from sponsors/partners for award agreements, disbursement and/or receipt of funds to/from partner institutions and correspondence regarding proposal and agreements
- Maintains complete and accurate files for each proposal and assigned award, including all documentation received from the sponsor, and archives all closed or non-initiated projects for future reference
- Processes all proposals/projects through research administration workflow using the OR InfoEd system
- Plays a key role in the tracking, monitoring, and reporting of all matters associated with research projects and proposals
- Responsible for understanding university guidelines and policies pertaining to research, and for proactively establishing appropriate and effective internal submission procedures that adhere to those guidelines and policies
- Monitors projects to ensure that they conform to uWaterloo policies and procedures such as those pertaining to overhead, intellectual property, reporting deadlines, and payment dates
- Assists in the preparation and submission of amendments to contracts and grants including requests for date extensions and budgetary reallocations; such requests may be initiated by the incumbent, sponsor or by the faculty member
- Prepares, for signature, standard University contract and grant agreements ensuring that all relevant details and documents are included; follows up with sponsors as required to ensure documentation is signed and received with appropriate distribution to the sponsor and the researcher in a timely manner, and resolves any problems through process
- Prepares non-routine reports required by stakeholders from various data sources including the InfoEd database system

Customer Service/Correspondence/Communications

- Acts as an advisor/consultant in the interpretation of policies and procedures throughout the lifetime of assigned projects from initiation to file closure, as well as a resource person to internal clients (e.g. faculty researchers, executive assistants and administrative assistants) to ensure that the research administrative role is carried out promptly, accurately and effectively
- Manages correspondence to external sponsors to ensure effective performance monitoring of research projects

Job Description



- Assists the Manager in the monitoring of and timely dissemination of announcements and calls for proposals for funding opportunities, maintaining university distribution lists, obtaining additional information as required, preparing clear and informative announcements in a timely manner, instituting follow-up measures, and contacting individual researchers when appropriate
- Responsible for managing correspondence with external sponsors to ensure effective performance monitoring of government research projects
- Acts as a point of contact for general inquiries regarding government research at UW

Streamlining Workflow and Business Practices

- Collaborates with the Manager and Director with respect to the effective implementation of any procedures related to government research proposals, grants, funding, partnerships, and contracts
- Fully cross-trained on all partnerships/research and general agreements workflow and processes
- Responsible for data entry and the maintenance of information and records within data management systems, including tracking progress, providing reports, and monitoring and reviewing to ensure the accuracy of the input

Facilitation of Related Activities

- Responsible for preparing and circulating announcements, assisting with preparing presentation materials and assist with meeting logistics including booking of rooms and arranging for food as required
- Presentations to faculty and administrative staff, as required
- Other general and specific duties as may from time to time be determined, including the completion of related projects as assigned, and the design and generation of any specific reports requested

Required Qualifications

Education

- Bachelor's Degree or equivalent combination of education and experience

Experience

- Two + years of experience in a project management and/or administrative role, preferably in an academic or research environment

Knowledge/Skills/Abilities

- Outstanding interpersonal skills, with a proven high level of aptitude for and success in providing exceptional customer service
- Excellent communication (oral and written), ensuring effective interaction with a wide range of individuals both within the University and from external agencies
- Demonstrate personal initiative and flexibility and possess strong problem-solving and dispute-resolution skills to ensure effective management of the Research Partnerships government portfolio
- Strong analytical skills to accurately interpret and apply agency and institutional regulations, policies and guidelines during proposal review and agreement negotiation, and to integrate report data from various sources
- Strong organizational skills coupled with the ability to take initiative, work independently, handle multiple tasks, meet conflicting deadlines, and excel in a fast-paced environment characterized by changing priorities
- Broad knowledge of University policies and procedures relating to research and research agreements, contract and industrial grant management, the academic and research environment, and sponsor guidelines is an asset

Nature and Scope

- **Contacts:** This position requires interaction with a broad range of internal and external contacts. Internally, the Administrator will communicate with faculty members, research assistants, students,

Job Description



and staff from other departments. Externally, the incumbent liaises with federal and provincial ministries, and other Canadian and international universities and businesses.

- **Level of Responsibility:** The job has specialized work with minimal supervision.
- **Decision-Making Authority:** Must develop options for a variety of challenging scenarios, and have the confidence to recommend solutions to supervisor and directly to faculty.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment; periods of extensive sitting and concentrated use of visual senses; physical effort that may result in moderate fatigue, strain, or injury, as a result of substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail; constant distractions and interruptions; and escalated sensory and physical demands during peak periods.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with project management-level responsibilities; occasional work outside the normal operating hours of the institution and occasional travel.