

JOB INFORMATION

Effective Date	10/12/2021
Job Code:	3580
Job Title:	Assistant Director, Sponsored Programs
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	M2 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Finance & Accounting
Job Family:	Grants
Job Summary	The Assistant Director, OSP, is responsible for providing leadership within the Office of Sponsored Programs on all financial matters. The Assistant Director will ensure accurate, thorough, and timely financial administration, account reconciliation, compliance with the terms and conditions of all grants, contracts, and sub-awards managed by OSP. The Assistant Director is responsible for generation of subrecipient agreements according to university standard formats and best practices in research administration. The Assistant Director will assist the OSP Executive Director with special projects and assignments and represent Executive Director as requested at UHCL or external venues.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in Acct, Finance or related field	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	with PeopleSoft Finance	Required	
Progressive	with grant accounting	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Certified Research Administrator (CRA)		Preferred	or

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	Certified Financial Research Administrator (CFRA)		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• 2 CFR 200: Uniform Administrative Requirements for Federal Awards ("Uniform Guidance").	Proficient
• Knowledge of state and federal agencies' financial management systems.	Proficient
• Knowledge of Federal Demonstration Partnership forms and tools.	Skilled
• Microsoft Excel, including creation of complex formulas in linked spreadsheets.	Proficient
• Microsoft Word, including use of tables and forms.	Skilled
• Initiate and process transactions in PeopleSoft Finance modules	Proficient
• Ability to exercise initiative and work independently.	Skilled
• Ability to critically and effectively read, interpret, and communicate about complex financial and research administration matters.	Proficient
• Ability to produce accurate work with an attention to detail.	Proficient
• Excellent organizational skills with ability to prioritize tasks and meet deadlines.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Prepare, review, and transmit reports on sponsored projects including monthly, quarterly, annual, interim and/or final (close-out) financial reports as required by the funding agency, UHCL, UHS Board of Regents, and the State of Texas. Schedule and track deadlines and receipt of reports for award, sub-agreement, and subcontract activities from PI and/or subrecipient.	25%
• Review, audit, and approve expenditures on assigned sponsored projects such as subcontractor invoices, purchase requests, travel requests, purchase vouchers, personnel action reports, petty cash reimbursements and interdepartmental transfers to ensure that funds are available and that the expense is allowable and allocable to a sponsored project.	30%
• Prepare and implement financial aspects of all new grants and contracts, including (a) cost center set up; (b) budget creation; (c) subrecipient and consulting services agreements; (d) implementation of all approved changes to awards; and (e) plan and conduct new award meetings with PIs/co-PIs, their business coordinators, and OSP staff	25%
• Assist Research Administration Accountants and Executive Director in reconciling accounts, researching and resolving accounting problems. Serve as lead contact with UHCL and UHS accounting/finance staff and auditors and ensure compliance with accounting and audit requirements and regulations.	10%
• Supervise entry-level research accountants and/or work-study students when employed in OSP.	5%
• Performs all other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description