

Working Title:	Research Administrator Senior
Market Title:	Research Administrator Senior
Department:	415000, School of Information Research Administration
FLSA Status:	Exempt
Salary Range:	\$85,000 - \$92,000
Effort:	100%
Work Mode:	Hybrid
Supervisor:	Director of Research Administration 06/09/2026
Last Updated:	05/06/2026

How to Apply:

A cover letter is required for consideration for this position and should be attached as the first page of your resume and uploaded as one file. The cover letter should address your specific interest in the position and highlight your experiences that directly relate to this position.

With questions about the position or office please email UMSI's Office of Research at [umsi.research.office@umich.edu](mailto:umsi.research.office@umich.edu), for requests for accommodations or support with the application process please email UMSI Human Resources at [umsi.human.resources@umich.edu](mailto:umsi.human.resources@umich.edu).

Who We Are:

The [School of Information](#) is a progressive, interdisciplinary professional school that offers five academic programs. UMSI delivers innovative, elegant and ethical solutions connecting people, information and technology. The school was one of the first iSchools in the nation and is the premier institution studying and using technology to improve human computer interactions. Our school mission is to create and share knowledge so that people will use information – with technology – to build a better world.

UMSI Office of Research provides expertise in the compliance, administrative requirements, and best practices throughout the grant lifecycle. Our support allows researchers to primarily concentrate on the science and still be excellent stewards of sponsored funds and outcomes. These activities start with strategic, proactive, catalytic, and capacity-building activities early in the lifecycle and continue through

the submission, management, and closeout of awards. The office serves as a hub for research-related questions and for navigating research activities at the University.

#### Job Summary:

The School of Information is seeking an experienced Research Administrator Senior to join a dynamic and collaborative team dedicated to supporting faculty research. Reporting to the Director of Research Administration, this individual will:

- Collaborate closely with UMSI faculty and others to handle both pre- and post-award administration for sponsored projects, ensuring compliance with institutional and sponsor guidelines;
- Contribute to strategic planning and process improvements within the Research Administration team;
- Share expertise to provide mentorship to the research administration team staff to promote professional growth and operational excellence.

This role plays a vital part in advancing faculty research success and fostering a culture of collaboration and compliance.

#### Responsibilities:

##### Pre-Award Activities (40%)

Preparation/submission of grant proposals. Pre-Award activities include, but are not limited to:

- Interpret program announcements or other sponsor documents to ensure compliance with sponsor guidelines and deadlines.
- Manage the grant submission process, from initial start to final submission, ensuring all sponsor and university guidelines and deadlines are met.
- Initiate and support the internal routing process through eResearch to route the Proposal Approval Form (PAF) and proposals through institutional review. Contact research administration personnel in other departments/units, as necessary, to include pre- and post-award contact information for the PAF.
- Review applications for compliance with sponsor, university, and unit policies.
- Participate in review/editing/formatting of required documents.
- Prepare and submit documents for Just-in-Time (JIT) requests

##### Post-Award Activities (35%):

Provide comprehensive management of sponsored funds for a small number of assigned faculty members. Post-Award activities include, but are not limited to:

- Effort on Sponsored Projects
  - Monitor personnel project effort following university and sponsor policies.
  - Compile effort information to process transactions such as budget allocations, appointment change requests (PAR), and journal entries.
- Meet regularly with faculty to review sponsored funding to offer analysis and advice/guidance on best practices for post-award management.

- Work with faculty to process award change requests including rebudgets, no cost time extensions, changes in senior personnel, hardships/mid-project advance accounts, yearly increments, carryforward requests, etc.
- Interpret and ensure ethical adherence to University, federal and other sponsor policies.
- Set up new awards including sub-project/grant requests, subcontracts, hardship requests, and cost-share.
- Maintain upkeep of individual research pictures for FAR/Promotion and Tenure needs, as well as accurate other support documentation.
- Perform required project closeout actions.
- Interact with multiple UMSI staff including colleagues in finance and human resources, and central offices such as Sponsored Programs, Office of Research and Sponsored Projects, and Contract Review office, etc.

#### Oversee Unfunded Agreements (10%):

Oversee and manage the processes related to Unfunded Agreements.

- Intake, unit review, and routing
- Facilitate processing and track through execution
- Closeout, if applicable

#### Compliance Activities (5%):

Ensure adherence to research-related compliance requirements:

- Monitor and track compliance with institutional, state, and federal regulations related to research activities.
- Collaborate with faculty, staff, and compliance officers to provide guidance and resources on regulatory requirements.
- Maintain accurate records of compliance documentation and deadlines, including training certifications, conflict of interest disclosures, and research protocols.
- Develop and implement processes and tools to streamline compliance tracking and reporting.

#### Process Review, Improvement, and Maintenance (5%):

- Participate in process review, improvement, and maintenance along with the entire team.

#### Service, Learning & Professional Development (5%)

- Support the mission and goals of the school and the strategic priorities of the Dean;
- Serve on school, university or professional organization committees/boards;
- Participate in a variety of professional development activities, including maintaining any required professional certification or licensure.

Required Qualifications/Credentials/Experience:

- A Bachelor's degree or equivalent combination of education and work experience.
- 5-7 years of relevant research administration experience and/or higher-level financial activities with a proven track record in both proposal submission and non-financial award setup and management.
- Strong organizational skills with exceptional attention to detail, accuracy, and the ability to manage multiple priorities while exercising sound judgment.
- Proficient in conveying complex information clearly and concisely, both in writing and verbally, to diverse stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Adobe applications.

Desired Qualifications

- Experience supporting pre-award activities, including proposal preparation, submission processes, and familiarity with sponsor submission systems.
- Experience managing grants for both federal and non-federal sponsors, including knowledge of federal regulations, uniform guidance, and unfunded agreements.

Required Behavioral Competencies

- Advancing the Mission
- Building Relationships/Interpersonal Skills
- Creative Problem Solving/Strategic Thinking
- Communication
- Development of Self and Others
- Flexibility/Adaptability to Change
- Quality Service

Supervisory Responsibilities:

No

Modes of Work:

Positions that are eligible for hybrid or mobile/remote work mode are at the discretion of the hiring department. Work agreements are reviewed annually at a minimum and are subject to change at any time, and for any reason, throughout the course of employment. Learn more about the [work modes](#).

This is a hybrid position. You will coordinate your schedule with your supervisor in accordance with school policy. You may be required to travel to multiple locations on and off campus. The main office workspace for this position is located in the Leinweber Computer Science and Information Building. Punctual and regular attendance is required. You will be required to work during non-business hours and on weekends based on the requirements for your position.

Application Deadline:

Job openings are posted for a minimum of seven calendar days. The review and selection process may begin as early as the eighth day after posting. This opening may be removed from posting boards and filled anytime after the minimum posting period has ended.

### Additional Information:

Visa sponsorship is not available for this position.

This position may work with and/or support systems that maintain or process sensitive institutional data as defined by university policy. Successful candidates must comply with federal, state, and local law, and/or university policies or agreements that require the university to implement specific privacy and security safeguards, including but not limited to ITAR, EAR, HIPAA, FERPA, and FISMA. This position is responsible for protecting data and information from unauthorized release or from loss, alteration, or unauthorized deletion; and following applicable regulations and instructions regarding access to computerized files and release of data internally or externally to the University of Michigan.

### Salary Information

The salary range for this position is \$85,000 to \$92,000. Salary is determined by direct relevant experience and demonstrated past performance results while ensuring equity on our team. While rare, we may offer a salary above the posted range for an exceptionally qualified candidate, considering internal equity and budget. All candidates are encouraged to discuss salary questions to honor alignment and transparency throughout the recruiting process.

### Why work at Michigan?

In addition to a career filled with purpose and opportunity, the University of Michigan offers a comprehensive benefits package to help you stay well, protect yourself and your family and plan for a secure future. Benefits include:

- Generous time off (Vacation, Holidays, Season Days, Family Leave)
- A retirement plan that provides two-for-one matching contributions after 12 months of eligible service, with immediate vesting
- Many choices for comprehensive health insurance
- Dental and vision insurance
- Life insurance
- Long-term disability coverage
- Flexible spending accounts for healthcare and dependent care expenses
- Tuition support program

### Background Screening

The University of Michigan conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

### EEO

The University of Michigan is an equal-opportunity employer.