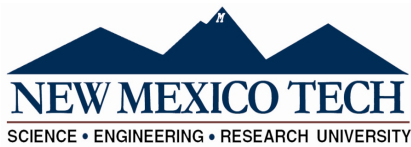


Posted: December 11, 2025



POSITION ANNOUNCEMENT

TITLE: RESEARCH ADMINISTRATOR (RA I) **DEPT: SPONSORED PROJECT**
REG ☒ **TEMP ☐** **FULL TIME ☒** **PART TIME ☐**

STARTING RATE or SALARY RANGE \$60,000-70,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 12/22/2025* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

This is an entry level position. Employee will learn to provide fiscal, administrative, and technical guidance and support to faculty and staff with external funding for research and other sponsored activities. Employee will learn the basics of sponsored projects administration, to set up awards in the financial system, do all PI notifications, approve all award expenditures, travel requests, graduate contracts, work authorizations, do award amendments and budget revisions, journal vouchers, payroll distributions and payroll journal vouchers. Employee will learn invoicing, financial reporting, accounts receivable, and invoice reconciliations and will learn to coordinate with other offices to establish, track, and oversee cost sharing funds outside of the grants module.

JOB FUNCTIONS:

Award Acceptance: Learns to complete a comprehensive review of the award, identifying financial and invoicing requirements. Learns the basics of the Banner grants module. Learns to establish new awards in the financial system, with understanding of the terms and conditions. Learns to identify pass-through agency information. Learns to set up new funding agencies in the financial system as required. Learns to maintain print and digital award documentation, uploading all documents to BDMS, recording awards in appropriate Sponsored Projects log, and sending new award notices. Learns to coordinate receipt of awards with principal investigators, notifying PIs of all pertinent requirements.

Award Maintenance: Learns to prepare and/or assist PIs in placing proper written requests for award extensions, deviations, or modifications. Learns to monitor and/or initiate amendments to original award instruments. Learns to prepare budget revisions, journal vouchers, payroll accounting distributions, payroll journal vouchers as required, maintaining direct communication with PIs regarding all changes to awards. Learns to track the submission of invoicing and quarterly financial reporting. Learns to prepare close-out documentation and close out awards including review and analysis, invoice reconciliation, closing adjustments, final invoicing, and financial reporting as required. Learns to submit final reports required by agencies which may include Subcontractor's Release, patent/invention reports, and/or property reports. Learns to ensure equipment disposition is obtained. Learns to assist in maintenance of sponsored research attribute database invoice tracking system and accounts receivable. Learns to perform Banner financial system closeouts.

Compliance Administration: Learns to understand the requirements of each award, whether funding agency, federal, state, or university regulations. Learns to advise Pls on administrative and financial matters and how to verify and enforce sponsor's terms and conditions. Learns to develop accounting applications, i.e. shadow systems, as needed in order to satisfy various award requirements.

Cash Management: Learns to evaluate awards for availability of funding, review requests to expend funds in order to ensure compliance with agencies' terms and conditions. Learns to monitor compliance with established internal control systems. Learns to monitor billing on active accounts. Learns to review transactions to determine allocability and allowability of expenditures during the period of performance and after award termination. Learns to approve expenditures in both Banner and Works. Learns to approve student contracts, work authorizations, ePAFs, payroll distributions and other charges being posted to each award. Learns reasonable procedures to ensure timely collection of invoiced amounts. Learns to write off deficits and surpluses and close out awards in the Banner system.

Reporting and Audits: Learns to verify timeliness and accuracy of reports and data required to be delivered to the government. May learn to perform internal audits of travel or other items as required. Assists with required subrecipient monitoring and reporting.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Accounting, business administration, management, or other related fields. Minimum of 15 hours or equivalent experience of accounting plus one or more courses in business law. Computer experience in MS Excel, MS Word. Strong oral and written communication skills; high level of organizational skills, tact, perseverance, and judgment. Ability to use professional judgment and discretion in dealing with outside auditors and external agencies R Ability to participate in work assignments under the supervision of higher level employee, but also the ability to work independently on assignments of standard difficulty and with the ability to schedule own workload and meet deadlines. Ability to use broad knowledge of practices and procedures to handle complex assignments; ability to understand and interpret complex materials such as federal regulations, legal interpretations, audit reports, and documentation of internal control systems. Ability to work and adapt under a highly regulated and constantly changing environment. Willingness to research facts and overcome errors.

DESIRED QUALIFICATIONS:

Knowledge of 2 CFR 200, FARs, DFARS, DEARs, Banner grants module, and general knowledge of State of NM procurement regulations.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	S
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 10%	Sitting 65%	Walking 5%	Pulling 5%
Pushing	Lifting 10%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu