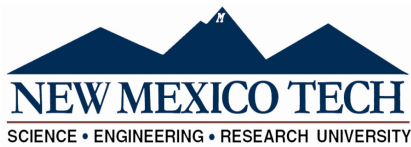


**Posted:** September 28, 2026



## POSITION ANNOUNCEMENT

**TITLE: SPONSORED PROJECTS ADMINISTRATOR III**

**DEPT: SPONSORED PROJECTS DEVELOPMENT**

**REG** ☒

**TEMP** ☐

**FULL TIME** ☒

**PART TIME** ☐

**STARTING RATE or SALARY RANGE** \$60,320 – 76,305

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: 10/07/2026\***

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:

The Office of Sponsored Projects Development seeks a Sponsored Projects Administrator III, Contracts Specialist. This position provides senior-level pre-award support focused on federal contract and agreement development, including proposals subject to FAR/DFARS requirements, Other Transaction Agreements (OTAs), and Rough Order of Magnitude (ROM) estimates. The position serves EMRTC, ICASA, Playas, and broader institutional research units, and is the primary administrative liaison for complex federal contracting activity prior to institutional signature.

### JOB FUNCTIONS:

**Federal Contract Proposal Development:** Lead development of proposals under FAR/DFARS procurement contracts, OTAs, and ROM estimates. Build task-based budgets structured by CLINs and deliverables; apply FAR Part 31 cost principles and 2 CFR 200 cost standards. Prepare representations and certifications (Reps and Certs) required under federal solicitations. Review solicitation requirements and identify institutional risk prior to submission. Coordinate with legal and the Authorized Organizational Representative on terms requiring institutional approval or signature authority.

**Proposal Coordination and Submission:** Coordinate intake and timeline management for proposals across federal, state, private, and industry sponsors. Maintain internal and sponsor calendars; track actions in submission portals (Grants.gov Workspace, Research.gov, NIH ASSIST, DOE portals, Exostar). Complete SF-424 family and sponsor-specific forms; validate packages; coordinate final review and submission. Assemble all required non-technical components including Facilities and Other Resources, Data Management Plans, Biosketches, and institutional boilerplate.

**Compliance and Regulatory Pre-Checks:** Route internal approvals; verify PI eligibility; apply FAR/DFARS clause requirements and flow-down obligations; support export control screening; coordinate subrecipient documentation (commitment forms, scope, budget, F&A status, audit status). Maintain organizational profiles in federal and defense consortium portals (e.g., Exostar). Identify compliance risks prior to submission.

Post-Submission and Award Transition Support: Compile Just-in-Time materials, protocol approvals, and sponsor clarifications. Coordinate with legal during early award actions including review of administrative exhibits, special terms, and representations and certifications. Hand off a complete, organized packet to Sponsored Projects Administration.

Funding Discovery and PI Outreach: Maintain PI interest profiles; run recurring funding searches and deliver curated opportunity alerts with key requirements, internal routing dates, and early risk flags. Coordinate limited-submission announcements and internal down-select timelines.

Training, Templates, and Customer Service: Provide responsive PI support; own library of checklists, budget workbooks, subrecipient packets, and routing guides with version control. Deliver focused trainings. Issue sponsor-update briefs and policy guidance as needed.

Other Duties as Assigned: Perform related duties as required and assigned by the Director, Sponsored Projects Development, including reasonable back-up coverage for teammates and time-sensitive tasks outside normal hours during sponsor deadlines.

**REQUIRED QUALIFICATIONS:**

Bachelor’s degree in any field; business, public administration, finance, or related preferred. Relevant professional experience considered in lieu of specific degree field. 5+ years of direct experience in sponsored projects administration at a research institution, with demonstrated expertise in federal contract procurement, proposal development, and pre-award compliance. Experience working directly with federal agencies and defense sponsors. Demonstrated working knowledge of FARs, DFARS, DEARs, including clause interpretation, flow-down requirements, Reps and Certs preparation, and cost proposal structure under FAR Part 31. Experience with federal procurement contracts (Cost-Plus, FFP) and OTAs. Working knowledge of 2 CFR 200 (Uniform Guidance), including allowability, allocability, and reasonableness standards; cost share documentation; subrecipient monitoring obligations at the pre-award stage; and applicable cost principles under 2 CFR 200 Subpart E. Demonstrated knowledge of proposal budgeting, accounting principles, and exceptional attention to detail. Well-developed analytical and problemsolving skills.

**DESIRED QUALIFICATIONS:**

Master’s degree in research administration, public administration, business, law, or related field preferred. Experience with DOE/DoD/DHS proposals, subrecipient documentation, and export control basics. Knowledge of non-FDP subaward requirements including foreign entities and industry partners. Certified Research Administrator (CRA) or Certified Federal Contracts Manager (CFCM) preferred.

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

|             |             |            |          |
|-------------|-------------|------------|----------|
| Standing 5% | Sitting 90% | Walking 5% | Pulling  |
| Pushing     | Lifting     | Stooping   | Kneeling |
| Crawling    | Climbing    | Reaching   | Other    |

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)