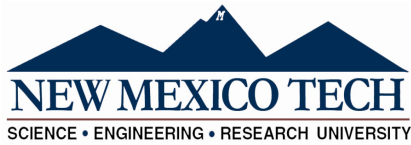


**Posted:** November 3, 2025



## POSITION ANNOUNCEMENT

**TITLE: SPONSORED PROJECTS ADMINISTRATOR**

**DEPT: SPONSORED PROJECTS DEVELOPMENT**

**REG** ☒

**TEMP** ☐

**FULL TIME** ☒

**PART TIME** ☐

**STARTING RATE or SALARY RANGE** \$43,000 - \$60,000

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: 11/12/2025\*** 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:

New Mexico Tech's Office of Research is searching Sponsored Projects Administrator. This position provides cradle-to-award pre-award support for faculty and research staff. Coordinates intake, timelines, budgets, non-financial components, compliance pre-checks, and on-time sponsor submissions across federal, state, private, and industry sponsors. Conducts targeted funding discovery and delivers curated opportunity alerts aligned to NMT strengths; coordinates limited-submission notices and internal down-select timelines. Serves as a front-line resource for proposal policy and institutional requirements.

### JOB FUNCTIONS:

#### Proposal Intake & Timeline Coordination

Work with PIs to map internal deadlines; maintain sponsor and internal calendars; track actions in electronic systems (e.g., Grants.gov Workspace, Research.gov, NIH ASSIST, DOE portals). Translate language into clear, action-oriented summaries (eligibility, budget caps, F&A limits, cost share, required attachments, submission portal, limited-submission status). Organize workshops and follow-up programs to support proposal writing.

#### Funding Discovery & PI Outreach

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

#### Sponsor Forms, Budgets, and Submission

Build MTDC-compliant budgets; apply current indirect cost rates and sponsor caps; prepare budget justifications; coordinate cost-share documentation when applicable. Support PIs with proofreading all proposal documents. Complete SF-424 family and sponsor-specific forms; validate packages; coordinate final review; submit or assist with submission per sponsor requirements. Assemble Facilities & Other Resources, Data Management/Public Access plans, Biosketch and Other Support, resource and equipment lists, and current institutional boilerplate.

**Compliance Pre-Checks**  
Route internal approvals; verify PI eligibility; support compliance, export control screening, and subrecipient documentation (commitment form, scope, budget, F&A status, audit status, etc).

**Post-Submission, Award Transition & Support**  
Compile Just-in-Time materials, protocol approvals, and sponsor clarifications; coordinate with Legal/Contracts during early award actions as needed (administrative exhibits, representations and certifications, special terms review). Hand off a clean packet to Sponsored Projects Administration; track technical-reporting milestones. Prepare a sponsor-compliant, plain-language abstract for web, newsletter, and social placements.

**Customer Service, Training, and Templates**  
Provide responsive support with a same-day acknowledgment standard and weekly drop-in office hours for proposal mapping and Q&A; deliver short, focused trainings; own the library of checklists, intake forms, budget workbooks, justification builders, subrecipient packets, and routing guides with version control and retirement of outdated materials; publish quick guides, issue concise sponsor-update briefs and internal how-to notes when policies change; and collect PI/department feedback after submissions to drive quarterly lessons-learned updates to templates, scripts, and SOPs.

**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 and relevant professional experience preferred. Excellent communication skills, both verbal and written, with demonstrated outstanding organizational skills. Demonstrated knowledge of budgeting. Knowledge of accounting principles and exceptional attention to detail. Well-developed analytical and problem solving skills. Demonstrated ability to safeguard sponsor, personnel, and proprietary information per institutional policy and applicable laws/regulations; completes required trainings (COI, export control, data security) on schedule and stays current with sponsor policy updates. Ability to work well under deadline pressures without sacrificing accuracy or customer service.

**DESIRED QUALIFICATIONS:**

Master’s degree. Experience with DOE/DoD/NIH/NSF proposals, subrecipient documentation, and export control basics. Demonstrated knowledge of proposals, including non-FDP subsidies, such as universities, foreign entities, or industry subs.

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

|              |             |             |          |
|--------------|-------------|-------------|----------|
| Standing 10% | Sitting 80% | Walking 10% | Pulling  |
| Pushing      | Lifting     | Stooping    | Kneeling |
| Crawling     | Climbing    | Reaching    | Other    |

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