|  |  |
| --- | --- |
| **Market Title and Job Code** | Research Administration Assistant (103882) |
| **Working Title** |  |
| **Unit** | Choose an item. |
| **Department** |  |

**Job Summary**

Support for research administration-related activities, such as coordination of support documentation for invoices, pre and/or post award functions, meeting organization, and maintaining positive relationships.

**Summary of Role and Responsibilities**

* Acts as a contact for department managers, staff, and outside parties related to research administration by answering general questions

**Required Qualifications**

* Knowledge of administrative procedures and systems with the ability to manage files and records, and follow office-related procedures
* Ability to create basic reports, documents, presentations and spreadsheets using standard software
* Math skills to include simple addition, subtraction, multiplication and division
* Solid communication skills demonstrating the ability to prepare outlines, reports, letters, and any other supplemental materials in a clear and concise manner
* Ability to positively project the department internally and externally

**Minimum Education Requirement**

* Requires one of the following:
  + Associate’s degree in Research Administration or related field of study; OR
  + High school diploma or equivalent with three (3) years of experience in administration or finance

**Preferred Qualifications**

* Previous administrative experience

**About the Department**

**Work Environment**

Work is performed within an office environment, with standard office equipment available.

**University of Michigan Equal Employment Opportunity/Affirmative Action Statement**

The University of Michigan is an equal opportunity/affirmative action employer.