Research Program Administrator

highheredjobs.com/search/details.cfm

Type: Full-Time
Salary: $57,158 - $94,286 per year
Posted: 4 days ago
Application Due: 02/04/2026
Category: Sponsored Programs, Grants, and Contracts

Requisition Number: RE53065

Working Title
Research Training Specialist Principle & ERA Lead

Department Name: 40130:Sponsored Projects Administration

Work Location: Lexington, KY

Grade Level: 47

Salary Range: $57,158-94,286/year

Type of Position: Staff

Required Education: MA

Click here for more information about equivalencies
https://hr.uky.edu/employment/working-uk/equivalencies

Required Related Experience: 4 yrs

Required License/Registration/Certification

None

Physical Requirements

The essential job functions of this position require you to be indoors; sit for extended periods of time; handle light-weight objects up to 10 pounds; operate a computer and navigate multiple computer systems; communicate effectively through written, verbal and non-verbal mediums with individuals from various backgrounds; provide excellent customer service to all customers; maintain high levels of concentration and mental attention; and have strong organizational, problem solving and time management skills.

Shift

Monday - Friday 8:00 am EST - 5:00 pm EST; and additional hours as required.

Job Summary

The Office of Sponsored Projects Administration (OSPA) is seeking a **Research Training Specialist Principle**. *This position is eligible for remote work.* Responsibilities include, but are not limited to ...

- Serve as a Subject-Matter Expert (SME) for training courses.
- Independently deliver training courses, e-learning, video tutorials, and learning simulations
- Edit training courses and materials to ensure accuracy of content
- Serve as OSPA's point of contact and subject-matter expert for the development and implementation of electronic research administration systems
- Train faculty and staff in the use of proposal submission software (such as Cayuse and other sponsor systems), sponsors' award management and tracking systems (when required) and other electronic tools that are required to effectively and efficiently manage sponsored projects
- Serve as a senior subject-matter expert and resource for AI implementation in the area of proposal processes, procedures, and sponsored project management

The University of Kentucky uses equivalencies in determining if a potential applicant meets the minimum education and experience. Related experience can be substituted for education. Click here for more information about equivalencies: **http://www.uky.edu/hr/employment/working-uk/equivalencies** **The Department** OSPA is responsible for administering over $480 million in extramural grants and contracts awarded through the University of Kentucky Research Foundation. Services are available to all University faculty and staff and include: advice and assistance with budget preparation and other administrative requirements of proposals; proposal submission; review, negotiation and acceptance of awards; interpretation and information regarding sponsor policies and regulations; preparation of subcontract documents; administration of UK's

Conflict of Interest Policy. More information about the department can be found at: **https://research.uky.edu/sponsored-project-services/about/OSPA**. **UK Benefits**
The University of Kentucky is proud to offer a benefits package that helps us recruit and retain the very best faculty and staff. In addition to your take-home pay, your benefits package is a major component of your total compensation at UK. These benefits include our 200 percent match on eligible retirement contributions; competitive health, dental, and vision coverage; tuition benefits for classes at UK, and much more. To learn more about these benefits, please visit: **https://hr.uky.edu/employment/our-benefits**.

Does this position have supervisory responsibilities?: No

Our University Community

We value the well-being of each of our employees and are dedicated to creating a healthy place for everyone to work, learn and live. In the interest of maintaining a safe and healthy environment for our students, employees, patients and visitors, the University of Kentucky is a Tobacco & Drug Free campus. The University follows both the federal and state Constitutions as well as all applicable federal and state laws on nondiscrimination. The University provides equal opportunities for qualified persons in all aspects of institutional operations and does not discriminate on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information or social or economic status. Any candidate offered a position may be required to pass pre-employment screenings as mandated by University of Kentucky Human Resources. These screenings may include a national background check and/or drug screen.
University of Kentucky is an equal opportunity employer and encourages applications from minorities and women.

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