

NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS

REGION VII

NOMINATION FORM ELECTION 2020

Nominator:

Name: Jason Papka

Institution: Arizona State University

Position: Research Advancement

Phone: 208-240-8787 Email: jason.papka@asu.edu

Candidate Information:

- Select One: ☐ Chair-Elect (2021)
☒ Treasurer-Elect (2021)
☐ Member-at-Large (2021-2022)
☐ Regionally Elected Member of the National Board of Directors (2021-2022)

Name: Jason Papka

Institution: Arizona State University

Position: Research Advancement

Phone: 208-240-8787 Email: jason.papka@asu.edu

Nominator's Statement of Candidate's Qualifications:

Jason has been a research administrator for 9 plus years. He worked for two years at Oregon State University at the departmental level while working within a University Business Office supporting the financial & research functions for the College of Science. An additional 7 years at Idaho State University working in the central post award administration office. He served as an interim director for 5 months after the director retired in August 2019 overseeing research across ISU's 5 campuses. He is also a graduate, and currently a MINT, in NCURA's Region VI & VII LeadMe program and active member. Jason, currently, works for Arizona State University as a Research Advancement Administrator for the School for Engineering of Matter, Transport & Energy.

Attachments:

- 1) Candidate's personal statement
- 2) Candidate's resume
- 3) Candidate's photo (head shot)

Submission Deadline

Submit required documents via e-mail to Liz Grinstead, Treasurer- Elect, Chair of Region VII Nominations and Elections Committee at liz.grinstead@colostate.edu on or before **12:00 a.m. MST Friday, July 3, 2020.**

Research administration is a challenging yet rewarding career path. For over 9 years I have provided research and financial administration. Two years at Oregon State University at the departmental level overseeing budgets and financial activity for 5 units in the College of Science as well as managing payroll for the colleges of science, liberal arts, education and honors college. After 2 years, I accepted a role at Idaho State University in central post award administration, where I worked 7 years providing oversight of all university research across five campuses. I also served as an interim director for 5 months following the retirement of our director. Currently, I am working for Arizona State University as a research advancement administrator for the School of Engineering of Matter, Transport, and Energy (SEMTE) where I provide strategic, operational, and regulatory expertise to advance the university's research mission. Despite the challenges and difficult conversations we administrators tend to have I find it rewarding to be a part of a community that provides innovative and life changing solutions to problems facing our communities.

I attended my first NCURA regional conference in Billings Montana where I connected with several members, organizational leaders, and most importantly new lifelong friends. I was highly recruited for the Region VI & VII LeadMe program graduating at the regional conference in Seattle last fall. I have continued in that program as a mentor in training with 2 mentees anticipated to graduate at the 2020 regional meeting this fall in Tucson. I have been blessed to be a part of this supportive and encouraging NCURA community. As a way of giving back, I am thankful for the opportunity to become the treasurer-elect where I can further help administrators in their leadership and administrative journeys.

Sincerely,

Jason Papka
Research Advancement
Arizona State University
(208) 240-8787
jason.papka@asu.edu

Jason Papka

2737 Mt Borah Place Pocatello, ID 83201 | (208) 282-3258 | jason.papka@asu.edu

Professional Qualifications

- Over 9 years of progressive accounting experience in higher education
- Consistent track record of efficiency, attention to detail, organization, reliability, and flexibility
- Strong customer service and conflict resolution skills
- Member of the National Council of University Research Administrators (NCURA)

Education

Master of Business Administration

Northwest Christian University 4.0 GPA

Expected graduation May 2021

Bachelor of Science in Business Administration/Accounting

University of Phoenix

June 2012

Professional Experience

Research Advancement

Arizona State University, Tempe AZ

June 2020-Present

- Fiscal administration of local, state, and research funds
 - Provide strategic, regulatory, and operational expertise in order to advance the research mission
 - Provides administrative support of all assigned SEMTE research
 - The provision of timely and accurate financial reports, projections, and other information
 - Monitors compliance with applicable regulations, university policies and procedures (e.g. CFR200, GAAP)
 - Approval authority on all research related transactions
 - Collaborates with researchers, business officers, various central offices and college executives

Senior Accountant

Idaho State University, Pocatello ID

May 2013-June 2020

- Fiscal administration of research, instructional and extension grants, and contracts with the University
 - Oversees the administration of roughly \$19 million of institutional research
 - The provision of timely and accurate financial reports and other information
 - Monitoring compliance with applicable regulations, policies, and practices
 - Approval authority on all research related transactions
 - Oversight of issued Subcontracts and Sub recipients
 - Collaborates with researchers, UBOs, departmental administrators and management
- Leadership
 - Chaired two ISU search committees
 - Educates, and assists new employees, faculty, and administrative staff across campus
 - Presenting on research administration at upcoming HRSA's Region 10 workshop
 - Presenting on leadership in research administration at NCURA's upcoming regional meeting
 - Composed internal procedures for Subcontract oversight

Accounting Tech & Accountant I

Oregon State University, Corvallis OR

July 2011-May 2013

- Fiscal administration of local, state, and grant funds
 - Oversee and ensure compliance with university policies, statutory requirements, and generally accepted accounting principles and procedures

- Audit and authorize all departmental transactions for five departments
- Compiled financial information, budget reports and other special reports as assigned
- Collaborate with the Office of Post Award Administration (OPAA) with grant related issues
- Constructed a quick reference procedure/policy manual for distribution to faculty/staff
- Distribute and track monthly purchase card transactions
- Sorted, analyzed, and coded incoming invoices for processing
- Audited and processed invoices, journal vouchers, and reimbursement requests
- Prepared payment requests, purchase requisitions, and vendor maintenance forms
- Payroll
 - Collaborated with Human Resources and Central Payroll offices on issues related to employment tasks and issues
 - Responsible for all payroll related actions and input for the Colleges of Science, Liberal Arts, Education, and Honors college
 - Quarterly audits and correction of payroll records

Shipping & Receiving/Bookkeeping

US Tactical Supply, Inc., Albany OR

April 2007 – June 2011

- Logged and received incoming product
 - Input shipment data into integrated inventory spreadsheet
 - Implemented Inventory control measures
 - Originated both international and national weigh bills
 - Performed quality assurance of all shipped and received items
- Maintenance of company accounts payable and receivable accounts
 - Balancing of company credit card accounts
 - Analyzed the accuracy of incoming invoices in comparison with packing slips
 - Generated invoices and entered them into accounts receivable
 - Processed orders and payments

Aerospace Medical Services (Active Duty & Reserves)

U.S. Air Force

March 2002 – July 2009

- Provided medical care for over 5000 patients monthly under the supervision of Medical Professionals
 - Including but not limited to: patient screening, vital signs, fluid therapy, respiratory therapy, injections, wound management, invasive procedures as directed, promoted disease prevention
- Clinic section leader
 - Supervised and trained subordinates, audited and maintained medical records, unit safety monitor, flex sigmoid program manager, infection control monitor, Wing "Self-Aid Buddy Care" training coordinator

Awards:

- Air Force Meritorious Service Medals (Two)
- Air Force Good Conduct Medal
- Air Force Outstanding Unit Awards (Three)