
Job Title	Sponsored Programs Research Administration Associate
PVN ID	BK-2502-006694
Category	Managerial and Professional
Location	BROOKLYN COLLEGE
Department	Office of Research and Sponsored Program
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Jun 30, 2025 (Or Until Filled)

General Description

The Office of Research and Sponsored Programs oversees the administration, compliance, and documentation of sponsored programs for CUNY Brooklyn College, and works towards furthering the College's research enterprise.

The Sponsored Programs Associate will perform pre-award and non-financial post-award research administration duties in Brooklyn College's Research and Sponsored Programs Office. The position supports Brooklyn College investigators in pursuing and managing sponsored research funding. The Sponsored Program Associate will work in partnership with researchers and their staff, assisting with all phases of proposal preparation including identification of external funding opportunities, dissemination of federal and non-federal funding opportunities, budget development, verifying compliance and contractual issues, reviewing applications, monitoring and informing faculty/staff of pertinent requirements, regulations, and laws, and routinely interacting with the Research Foundation of CUNY, academic and other departments, investigators, and sponsors.

Other Duties

Additional responsibilities include being informed about evolving federal policies, guidelines and sponsors requirements, supporting preparation of progress reports for timely submission, and guiding and assisting with electronic submissions, and other duties as assigned.

Qualifications

- Bachelor's degree in accounting, finance or related field required; Master's degree preferred
- A minimum of four years of experience in research administration at either a department or central

institutional level, particularly with pre-award procedures and transactions required

- Proficiency in Microsoft Office (Word, Advanced-level Excel, Outlook, PowerPoint), and Adobe Acrobat Suite required
- Familiarity with the use of tools for identifying external funding such as PIVOT, GrantForward and Grants.com preferred
- Ability to plan, organize, coordinate, and accomplish tasks in a variety of situations with numerous and diverse demands, and meet deadlines in a fast-paced environment
- Strong organizational skills and experience in accurate preparation and maintenance of records, files, and reports
- Ability to work successfully both as a member of a team and independently with minimal supervision
- Professional interactions with a diverse group of staff, faculty, students, and the community in an academic-oriented environment