
Job Title	Grants Administrator/ Grants Associate
PVN ID	CC-1807-002605
Category	Administrative Services
Location	The CITY COLLEGE of NEW YORK
Department	Grants and Sponsored Programs
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 17, 2018 (Or Until Filled)

General Description

About Grants and Sponsored Program

The City College of New York's (CCNY) Grants and Sponsored Programs (GSP) is an administrative unit of the Division of Research in the Office of the Provost. The GSP's primary mission is to provide the campus with professional guidance and administrative support for all sponsored research activities. Our goals are to improve the overall grant preparation and submission experiences for the Principal Investigators (PIs), enhance efficiency in our services, and ensure all sponsored research activities comply with the federal, state and institutional research policies and mandates.

General Description of Duties and Responsibilities:

The Grants Associate is an entry-level position in GSP. The primary responsibility of the Grants Associate is to assist the Grants Administrator or other supervisors in the office in the preparation and submission of proposals to the sponsors in time and in good standing. The Grants Associate interacts, under the supervision and guidance of a supervisor, with Principal Investigators, Campus Administrators, Business Officers and other campus representatives in the course of carrying out their duties. The Grants Associate will also be assisting the PIs, under the supervision and guidance of a supervisor, in their administrative needs for their awarded research activities. The Grants Associate will be involved in the recordkeeping and data entry tasks to assist the director in compiling the award data for reporting.

Other Duties

Duties:

- Assist the Grants Administrator or other supervisor in the review of agency guidelines for proposal

submission to create internal checklist, ensuring that:

- Investigators meet eligibility requirements.
- CCNY meets eligibility requirements.
- Identify limitations and requirements associated with proposal guidelines, such as budget limitations, cost sharing requirements, etc.
- Identify necessary components of the proposal per the solicitation announcement guidelines.
- Assist the Grants Administrator or other supervisor in creating budgets using Microsoft Excel, ensuring that:
 - Budget meets agency funding requirements.
 - Budget meets CCNY and CUNY policies.
 - Investigator receives college endorsement for submission of finalized budget.
- Partnering institutions provide all necessary information for subcontracts and collaborative proposals.
- Assist the Grants Administrator or other supervisor to gather and file necessary proposal documents, such as conflict of interest forms.
- Perform recordkeeping and filing in the post-submission phase to ensure all necessary documents and forms are in place.
- Prepares reports as needed.
- Performs other duties as assigned.

Qualifications

Minimum Qualifications:

- A Bachelor's degree from an accredited institution;
- One years (1) of working experience;
- Competence in a computerized working environment;
- Fluent communication skills in English.

Core Competence:

- Knowledge of the field of sponsored programs and grants administration;
- Ability to read and analyze funding solicitation documents;
- Organizational and time management skills
- Knowledge of key office technology and software for tracking sponsored programs;
- Ability to work as part of a team;
- Ability to communicate effectively both verbally and literally
- Knowledge of Evisions-Cayuse preferred.