Job Title	Grants Administrator
PVN ID	CC-2501-006652
Category	Research
Location	The CITY COLLEGE of NEW YORK
Department	Grants and Sponsored Programs
Status	Full Time
Annual Salary	$60,000.00 - $106,090.00
Hour(s) a Week	35
Closing Date	Apr 30, 2025 (Or Until Filled)

General Description

About Us:
The Grants and Sponsored Programs (GSP) Office at CCNY, under the Office of the Provost, provides professional guidance and administrative support for all sponsored research activities. Our mission is to enhance grant preparation and submission experiences, streamline services, and ensure compliance with federal, state, and institutional research policies.

Position Overview:
The Grants Administrator is a mid-level role that supports pre-award and post-award functions within the GSP. Reporting to the Director of GSP, the Grants Administrator collaborates with Principal Investigators (PIs) to ensure the smooth preparation, submission, and management of grant proposals and awards.

This role involves identifying funding opportunities, assisting in proposal development, ensuring compliance with guidelines, and providing post-award support such as budget modifications, documentation, and report preparation.

This is a hybrid position. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines.

Other Duties

Pre-Award Administration:

- Assist investigators in identifying funding opportunities from federal, state, CUNY, and private agencies.
- Review agency guidelines to confirm eligibility and compliance with proposal requirements, including budget limits and cost-sharing.
- Provide advice on proposal development and prepare necessary documents, including budgets,

administrative forms, and subcontractor agreements.

- Coordinate proposal submissions, ensuring accuracy and timeliness.

Post-Award Administration:

- Guide PIs on RFCUNY account management and sponsor agency requirements.
- Assist with fiscal documentation, budget modifications, and project management tasks.
- Prepare post-award documents, including cost-share and effort reports.
- Facilitate communication with internal departments and external institutions.

General Duties:

- Track and manage proposal submissions.
- Prepare reports and updates for stakeholders.
- Perform other duties as assigned.

Qualifications

Core Competencies:

- Bachelor's degree required. Master's degree preferred.
- Strong knowledge of sponsored programs and research administration.
- Familiarity with federal, state, and corporate sponsored program requirements.
- Understanding of research compliance regulations and policies.
- Proficiency in analyzing proposals and contracts for potential issues.
- Excellent organizational, time management, and communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Skilled in using office technology and software for tracking sponsored programs.

Preferred Qualifications:

- Experience with grant processes, including pre- and post-award administration.
- Knowledge of Cayuse and advanced proficiency in Microsoft Excel.
- Familiarity with legal requirements and institutional policies related to research compliance, including human subjects, bio-safety, and animal protocols.