

Job Title	Associate Grants Director
PVN ID	HC-1712-002238
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	Research Administration
Status	Full Time
Annual Salary	\$80,000.00 - \$120,000.00
Hour(s) a Week	35
Closing Date	Mar 31, 2023 (Or Until Filled)

General Description

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Reports to the Director of the Office of Research Administration (ORA).
- Reviews publications and funding websites for research and dissemination of information and policies on government and private sector grants availability; secures guidelines for application for grants for research and institutional purposes.
- Supports the Director in maintaining appropriate contacts with federal, state, local, foundation, non-profit organization, and corporate sponsors.
- Advises faculty in the development of grant and contract proposals, including liaison with collaborating agencies, other Hunter College offices, and the Research Foundation of CUNY (RF-CUNY) leading to submission of grant applications.
- Works with ORA staff in monitoring and insuring compliance with research regulations including all aspects of Responsible Conduct of Research (RCR).
- Monitors for congruency of proposal with research protocols.
- Coordinates with the RF-CUNY to resolve various business and human resources issues and assists with training of principal investigators and project staff.

Other Duties

OTHER DUTIES:

- Reviews and evaluates proposal submissions for the Director;
- Drafts negotiating points for the Director in finalizing the contract terms, budgets, and budget revisions with funding agencies;

- Monitors budget review processes and collects data in support of project progress reviews;
- Reviews faculty and staff effort reporting – developing overview for each faculty member, and oversees certification of personnel activity reports;
- Works with legal advisors, including the University and the RF Central Office, on such issues as technology transfer and intellectual property;
- Monitors Export Control;
- Maintains contact with appropriate offices and staff such as the Human Research Protection Program, Institutional Animal Care & Use, institutional biohazards, and other government and institution regulated matters;
- Collects and analyzes statistical and other quantitative data; drafts reports;
- Participates in relevant professional activities and personal development in the field.
- Performs other duties as assigned by the Director; performs duties of lower level positions as needed.
- Monitors cost sharing as required by various funding programs;
- Participates in compilation of statistics for development of indirect cost rate (also known as facilities and administrative rate);
- Prepares statistical information as needed by ORA, RF, other Hunter offices, principal investigators.

Qualifications

CORE COMPETENCIES:

- Ability to resolve problems in a calm and effective manner; ability to provide quality service; ability to balance college, RF, University, funding source priorities;
- Working knowledge of the field of sponsored program and research administration;
- Working knowledge of various government agency and corporate sponsored program requirements and practices;
- Ability to analyze proposals, grants and contracts and identify areas needing resolution;
- Knowledge of key office technology and software for tracking sponsored programs; knowledge of and ability to learn electronic processes for payments, contract management, and other areas as the systems evolve;
- Ability to set priorities, adjust strategies to changing needs and deadlines,
- Ability to balance college, RF, University, funding source priorities;
- Ability to communicate effectively with faculty, staff, diverse internal and external constituencies, to explain complex concepts, to listen and respond to the concerns/ideas of others;
- Ability to arrange and participate in special seminars, presentations, committees, etc.
- Knowledgeable about legal requirements and institutional policy regarding intellectual property, public access to research results, research involving human participants, laboratory animal protocols, and bio-safety procedures.

QUALIFICATIONS:

- Bachelor's degree in a related field from an accredited institution, and no fewer than four years (4) of related experience; Master's degree preferred; Ph.D. welcomed.
- Equivalent experience, as evidenced in professional accomplishments and experience assisting in

securing or conducting sponsored programs.

- Applicants with CRA (Certified Research Administrator) designation from the Research Administrators Certification Council are encouraged to apply; candidates for the position must be willing to commit to working towards achieving the CRA designation.