



Job Title	Grant Coordinator
PVN ID	PH-2405-006283
Category	Administrative Services
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
Department	CUNY ISPH
Status	Part Time
Hourly Rate	\$38.00-\$42.00
Hour(s) a Week	15.00-19.00
Closing Date	Jul 30, 2024 (Or Until Filled)

General Description

The City University of New York (CUNY) Institute for Implementation Science in Population Health (ISPH) is seeking a detail-oriented and organized Grant Coordinator to support federally funded research projects, via the Research Foundation of CUNY. This part-time position, with flexible hours ranging from 15 to 19 hours per week, involves processing reimbursements, overseeing and processing contracts and subcontracts, and facilitating and documenting data use and data transfer agreements. The successful candidate will work closely with researchers, administrative staff, and external partners to ensure smooth and compliant grants management.

Other Duties

Processing Reimbursements:

- Review and process reimbursement requests from project staff and researchers
- Ensure compliance with federal, state, and institutional policies
- Maintain accurate records of all reimbursement transactions

Overseeing and Processing Contracts and Subcontracts:

- Assist in the preparation and review of contracts and subcontracts, and work with Research Foundation Legal Affairs to process in a timely fashion
- Coordinate with internal and external stakeholders to facilitate contract execution.
- Monitor subcontract spending progress and ensure timely processing of invoices
- Collaborate with internal stakeholders, including administrators, finance staff, and legal team, to facilitate efficient grant administration processes

Facilitating and Documenting Data Use and Data Transfer Agreements:

- Support the preparation and review of data use and data transfer agreements, working closely with relevant project staff and the CUNY Office of the General Counsel
- Ensure that all agreements comply with relevant regulations and institutional policies
- Maintain comprehensive documentation and records of all agreements.
- Stay up to date regarding NIH data management and sharing policies

Administrative Support:

- Provide general administrative support related to pre and post-award management
- Assist in the preparation of reports and documentation for audits and compliance reviews
- Perform other duties as assigned to support the successful execution of research projects

Qualifications

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- Bachelor's degree in a related field or equivalent work experience
- At least 1-2 years of experience in research administration, grant management, or a related field
- Knowledge of federal funding regulations and compliance requirements
- Strong organizational and time-management skills
- Excellent attention to detail and accuracy
- Effective communication and interpersonal skills
- Proficiency in Microsoft Office Suite and familiarity with research administration software
- Ability to establish and maintain effective working relationships with employees, outside agencies, vendors, and outside contractors, as necessitated by the work

Preferred Qualifications:

- Experience with CUNY systems and processes
- Familiarity with electronic research administration systems (e.g., Cayuse)
- Prior experience in a higher education or research environment

Working Hours:

- This is a part-time position with flexible hours ranging from 15 to 19 hours per week
- Hours can be adjusted according to the candidate's availability, in consultation with the supervisor

Applications will be reviewed on a rolling basis until the position is filled.