
Job Title	New York RDRC Administrative Associate
PVN ID	BA-2409-006469
Category	Research
Location	BARUCH COLLEGE
Department	New York RDRC
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jan 16, 2025 (Or Until Filled)

General Description

The New York Retirement and Disability Research Center brings together the CUNY Institute for Demographic Research, the CUNY Brookdale Center for Healthy Aging, and The New School's Schwartz Center for Economic Policy Analysis to illuminate the multifaceted challenges facing older adults and people with disabilities, caused by the political economy, geographical divides, the changing workplace, and climate instability.

The Center, funded by a grant from the Social Security Administration, seeks an experienced administrative professional to assist the Co-Directors and existing administrative staff with the day-to-day management of the center's primary units: Infrastructure, Research, Dissemination, and Training. The Administrative Associate will be dedicated solely to the Center's administrative needs, which range from research administration, to events planning, to general administration and management. Because of the complex structure of the center made up of 3 independent research centers/institutes within their own independent institutions, the center seeks and individual that is comfortable navigating multiple stakeholders and reporting structures. The Administrative Associate will formally report to the CUNY Institute for Demographic Research's Administrative Director, but will also indirectly report to the NY RDRC's 3 co-Directors. The primary work location will be Baruch College, but the position will also be expected to work some days at the Brookdale Center for Healthy Aging at Hunter College.

All candidates should submit a cover letter addressed to the New York Retirement and Disability Research Center leadership team.

Other Duties

- Assist the Administrative Director and Project Co-Directors with the day-to-day general administration of the RDRC, research administration of the center's funded projects, and various aspects of the dissemination and training programs of the center.

- Assist project PIs with the recruitment, hiring, appointments, and timesheets for all grant-funded personnel.
- Assist Project PIs with initiating procurement transactions, including subawards and other outside contractors, participant incentives, and travel reimbursements for project staff.
- Assist the Administrative director with budget modifications and other grants related reporting, including quarterly reports to SSA
- Manage center related events planning, ranging from several research seminar series to the RDRC annual meeting and other off-campus events.
- Support the annual RFP process for the center's research prospectus, including drafting and disseminating the RFP, and managing the submission and review assignment and selection processes.
- Provide administrative support to the Co-Directors and Administrative Director for internal meetings, including scheduling, note-taking, and agenda preparation.
- Lead creation and maintenance of RDRC contact databases, and distribution of newsletters, events notifications and registration, working with CIDR's Computing Director, as needed.
- Collaborate with the center's computing and dissemination directors on website maintenance and content management.
- Provide administrative support to Project PIs and the Computing director with research data requests, including restricted data applications and IRB submissions
- Other general administrative duties as assigned by the administrative director or the center co-directors

Qualifications

Core Competencies

- Strong attention to detail and the ability to manage multiple projects, stakeholders and deadlines simultaneously
- Ability to collaborate with the administrative counterparts of the RDRC's component institutions
- Strong research and/or business administration skills in an academic setting
- Liaise between the RDRC, SSA Grants Staff, Baruch Sponsored Projects Office, and RFCUNY for grant-related transactions
- Internal and external events planning and management
- General knowledge of grant-funded research in a higher education setting
- An interest in aging research, demography, sociology, economics, statistics, etc. a plus

Qualifications

- Bachelor's degree in business admin, public affairs, finance, accounting, or other related disciplines plus 3 years of full-time work experience in research administration or business administration, ideally in a higher-education setting
- Strong mastery of MS office suite programs (Excel, Word, PowerPoint, and cloud-based file organization and management such as SharePoint, OneDrive, Dropbox)
- A complementary combination of education and/or full-time work experience in a similar field or organization can be a substitute for the above requirements.