
Job Title	Grants Associate
PVN ID	BK-1808-002697
Category	Research
Location	BROOKLYN COLLEGE
Department	Research and Sponsored Programs
Status	Full Time
Annual Salary	\$52,000.00 - \$62,000.00
Hour(s) a Week	35
Closing Date	Oct 30, 2018 (Or Until Filled)

General Description

Located in the Grants/Sponsored Programs Office of the campus and reporting to the Director of Sponsored Programs (DSP), and exercising independent judgment, assists in the research and dissemination of information on government and private sector grants availability and guidelines for application. Supports the Director in maintaining appropriate Federal, state and local agency, as well as corporate sponsor contacts. Disseminates and trains research faculty and staff in policies governing funded research and institutional programs. Supports the DSP in monitoring and insuring compliance with research regulations.

Plans and implements program activities to support the submission of grant applications. Actively recruits college faculty and staff for participation in the grants process, consistent with the college mission. Facilitates interdisciplinary responses to specialized requests for proposals. Assists the DSP with liaison between the RF program and the sponsoring agency or corporation in completing the application process. Coordinates with other college and University offices concerned with similar matters and on project proposals involving more than one institution. Coordinates with the Field Services Officer of the RF to resolve various business and HR issues and to assist with staff training.

Other Duties

- Reviews and evaluates proposal submissions; ;
- Reviews and drafts budgets, and budget revisions;
- Monitors awards; Acts as a resource to the faculty throughout implementation;
- Works closely with legal advisors, including the RF Central Office, on such issues and opportunities as technology transfer and intellectual property;
- Tracks other government and institution regulated matters such as human subject research protocols, laboratory animal protocols, and bio-safety issues;

- Serves on committees and convenes groups as needed;;
- Collects and analyzes statistical and other quantitative data; drafts comprehensive reports; assists professional and technical project staff in the collection and analysis of other research data and information important to the contract;
- 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.

Qualifications

Core Competencies

- Knowledge of the field of grants proposal writing, sponsored program and research administration;
- Working knowledge of various government agency and corporate sponsored program requirements and practices;
- Working knowledge of the research regulatory environment and requirements for compliance;
- Ability to analyze proposals and contracts and identify areas needing resolution;
- Knowledge of key office technology and software for tracking sponsored programs;
- Ability to work independently and to be part of a team;
- Ability to relate college mission to funding goals and opportunities;
- Ability to set priorities and adjust strategies to changing needs;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with diverse constituencies; ability to explain complex concepts to professional college staff, college officials, RF administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Ability to arrange special convocations, seminars, presentations, etc.
- Knowledgeable about policy review, data collection, statistical evaluation of data, and strategies for conveying results to users;
- Knowledgeable about legal requirements and institutional policy regarding human subject research, laboratory animal protocols, and bio-safety procedures.

Qualifications

- Bachelor's degree in a related field from an accredited institution, and no fewer than three years (3) of related experience; OR
- A Master's Degree in a related field from an accredited institution, and no fewer than two years (2) of related experience; OR
- Equivalent experience, as evidenced in professional accomplishments and experience assisting in securing or conducting sponsored programs; AND Possession of the core competencies determined to be required at the time of hire.

