
Job Title	Grants Associate (Sponsored Programs)
PVN ID	BK-1903-003011
Category	Administrative Services
Location	BROOKLYN COLLEGE
Department	Research and Sponsored Programs
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	May 28, 2019 (Or Until Filled)

General Description

We are seeking a full-time Grants Associate to join the staff of a thriving Research and Sponsored Programs Office in an Institution of Higher Education setting. We offer a challenging work environment in which one has the opportunity to grow and learn about public and private grants and contracts in an academic setting. Working in a team environment, the position provides administrative support for pre-award and post-award functions to faculty and staff engaged in sponsored program activity. Pre-award support includes funding opportunity research and dissemination of information to faculty and staff, providing guidance to faculty/staff on Sponsor guidelines, review of application components for compliance with sponsor guidelines and relevant regulations, assistance with workshops, and other duties as assigned. Post-award support includes: processing and tracking of project budget/expenditures, compliance with sponsor reporting requirements, assisting with submission of progress reports and other duties as assigned.

Other Duties

- Assists in the research and dissemination of information on government and private sector grants availability, application guidelines and policies governing funded research and institutional programs.
- Reviews and evaluates proposal submissions; follows up with faculty on missing data or other materials needed for finalizing the solicitation/Sponsor terms, budgets, and budget revisions;
- Coordinates with the appropriate office of the fiscal agent to resolve basic business, purchasing, and HR issues; assists in reviewing various forms for completeness; using standardized procedures; and
- Performs other duties as assigned by the Director.

Qualifications

Required Qualifications:

- Bachelor's degree in a related field from an accredited institution, and no fewer than three years (3) of related experience;
- 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;
- Strong oral and written communication skills;
- 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.

Other Qualifications:

- 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 set priorities and adjust strategies to changing needs;
- Ability to work effectively with staff, associates, and internal and external constituents.