
Job Title	Grants Administrator (Post-Award)
PVN ID	CC-2510-007062
Category	Administrative Services
Location	The CITY COLLEGE of NEW YORK
Department	Grants and Sponsored Programs
Status	Full Time
Annual Salary	\$60,000.00 - \$106,090.00
Hour(s) a Week	35
Closing Date	Dec 09, 2025 (Or Until Filled)

General Description

The Grants and Sponsored Programs (GSP) Office at The City College of New York (CCNY), under the Office of the Provost, provides professional guidance and administrative support for all sponsored research activities. Our mission is to enhance the management of sponsored projects, ensure compliance with federal, state, and institutional policies, and streamline post-award processes for faculty and staff.

The Grants Administrator (Post Award) is a mid-level professional responsible for supporting all aspects of post-award grant and contract management within the GSP. Reporting to the Director of GSP, the incumbent works closely with Principal Investigators (PIs), project staff, and administrative departments to ensure fiscal accountability, compliance with sponsor regulations, and effective management of sponsored projects from award setup through closeout.

This role focuses on budget management, fiscal reporting, compliance oversight, and communication with sponsoring agencies. The Grants Administrator also ensures that project expenditures align with sponsor guidelines and institutional policies.

This is a hybrid position. Remote work arrangements are not a right or entitlement of employment and are subject to operational needs and the CUNY Flexible Work Guidelines

Other Duties

Primary Responsibilities: Post-Award Administration

- Serve as a key liaison between PIs, RFCUNY, and sponsor agencies to ensure accurate and compliant award management
- Review award documentation and establish project accounts in coordination with RFCUNY
- Monitor project budgets and expenditures to ensure compliance with sponsor and institutional guidelines

- Assist PIs with budget revisions, cost transfers, no-cost extensions, and other post-award modifications
- Prepare and maintain fiscal documentation, including financial reports, effort certifications, and cost-share documentation
- Review and reconcile financial statements and assist with project closeout procedures
- Facilitate communication among internal departments (e.g., procurement, HR, accounting) to ensure timely processing of project-related transactions
- Provide guidance and training to faculty and staff on post-award compliance, financial management, and reporting procedures
- Maintain accurate and organized records of post-award activities in accordance with audit and retention requirements

Other Duties

- Prepare periodic reports for internal stakeholders and leadership
- Assist with internal audits, compliance reviews, and sponsor inquiries
- Support continuous improvement initiatives to enhance post-award administrative processes
- Perform other duties as assigned

Qualifications

- Bachelor's degree required; Master's degree preferred
- Demonstrated knowledge of post-award grant administration and sponsored program management
- Familiarity with federal, state, and private sponsor regulations (e.g., Uniform Guidance, NSF, NIH)
- Strong understanding of budgeting principles, cost analysis, and compliance policies
- Excellent analytical, organizational, and communication skills
- Ability to manage multiple priorities and deadlines in a fast-paced environment
- Proficiency in Microsoft Office Suite, particularly Excel, and other data management tools

Preferred Qualifications:

- Experience working in higher education or research administration
- Knowledge of RFCUNY systems and processes
- Experience with Cayuse or other sponsored programs management systems
- Understanding of CUNY and CCNY policies governing sponsored projects