

Job Title	Faculty Administrator
PVN ID	HC-1712-002274
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	CHEST
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Feb 27, 2018 (Or Until Filled)

General Description

The Center for HIV/AIDS Educational Studies and Training (CHEST) of Hunter College, City University of New York, is hiring for a full-time **Faculty Administrator**. CHEST (www.chestnyc.org) is an internationally recognized multidisciplinary research center which blends academic and community-based work focused on sexual health, HIV/AIDS, LGBT issues, and substance use. CHEST is overseen by an Investigative Team that consists of several faculty from Hunter College. CHEST is an equal opportunity employer and we strongly encourage applications from individuals from diverse backgrounds, including racial/ethnic and sexual/gender minorities.

Other Duties

Responsibilities: The CHEST Faculty Administrator's primary role is to serve as a resource to CHEST Faculty Investigators. This position reports directly to the Director of CHEST and works closely with the Director, Faculty Investigators, post-doctoral fellows, and graduate students. The Faculty Administrator will assist the Director and Faculty Investigators with pre-award and post-award management of NIH grants; scheduling and planning meetings and travel; formatting and updating documents such as CVs/biosketches, research proposals, and presentations; manage financial documentation such as receipts, reimbursement forms, and credit card statements; develop, maintain, and implement policies as needed; verify and review forms and reports for completeness and conformance with established regulations and procedures; interface with internal and external academic and administrative offices; maintain accurate and detailed spreadsheets, files, and records; and other duties as requested.

Qualifications

Candidates with a Bachelor's degree are preferred. The Faculty Administrator position requires excellent written and verbal communication skills, careful attention to detail, the ability to respond flexibly and promptly to situations as they arise, and excellent organizational and interpersonal skills. Proficiency in using the full Microsoft Office suite (i.e., Word, Outlook, Excel) is required (experience with reference formatting software such as EndNote will be looked upon favorably). Familiarity with operations of academic departments and grant-funded research environments is highly desirable. Discretion and the ability to maintain confidentiality of highly sensitive information is required. This position also requires the ability to work collaboratively with a diverse group of faculty, students, and staff as well as departmental and college administrators. Applicants must be able to work independently in a self-directed fashion while managing multiple tasks and competing deadlines within a fast-paced environment.

To apply: Please submit a cover letter, resume, and the names of at least three individuals who can be contacted for references via email. Only those applicants who are selected for interviews will be directly contacted.