
Job Title	Assistant Director
PVN ID	HC-2201-004476
Category	Research
Location	HUNTER COLLEGE
Department	Office of Research Administration
Status	Full Time
Annual Salary	\$60,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Mar 31, 2023 (Or Until Filled)

General Description

Reporting to the Director of Research Administration, the Assistant Director provides assistance for grant research activities carried out by Hunter College of CUNY. Responsibilities include pre-award and post-award sponsored activities and include a variety of aspects of proposal submission and award management to ensure compliance with federal, state and university policies and procedures.

Duties include but are not limited to:

- Assists in the pre and post award administration of sponsored research programs.
- Maintains necessary project and financial documentation to ensure fiscal integrity for grants.
- Assists with general Office of Research Administration functions such as preparing annual NSF surveys, space inventory and gathering additional data for internal and external reporting as needed.
- Reviews RFAs and PAs to identify key required items, setting a budget template and summarizing the regulations and requirements.
- Assists with preparation and submission of budget modifications, compliance documentation, Just-in-Time (JIT) requests, interim and final reports, etc.
- Monitors active subcontracts to ensure programmatic progress and compliance.
- Monitors and tracks all cost-share commitments through the life of the award to ensure commitments are met.
- Monitors and tracks all effort commitments for faculty and staff to ensure compliance with policies of the institution and funding agencies.
- Submits and monitors cost transfer requests and documentation.
- Monitors faculty effort and ensure timely effort certifications per CUNY policy and procedures.
- Coordinates the transfer of incoming faculty member's grants/contracts.
- Assists with drafting administrative components of a proposal, including varied budgets, budget justifications, biosketches, and other support documents.
- Assists in advancing the research culture by identifying funding opportunities, potential collaborations, professional development opportunities and recognizing the achievements of the collective.

Other Duties

Qualifications

Qualifications:

Bachelor's Degree and four years of related experience required. A preferred candidate should have:

- Certified Research Administrator (CRA) credential
- Experience in pre and post sponsored research programs
- Familiarity with the policies and procedures of the Research Foundation (RF) of CUNY.
- Strong computer skills (Microsoft Office Suite, Grants.gov, NIH Commons, NSF Fastlane, Research.gov and eBRAP).
- Excellent written and oral communication skills.
- Ability to meet tight deadlines.
- Ability to work with diverse populations.