
Job Title	Grants and Research Administrative Assistant
PVN ID	JJ-2107-004114
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Office for the Advancement of Research
Status	Full Time
Hourly Rate	\$20.00-\$23.50
Hour(s) a Week	35
Closing Date	Oct 06, 2021 (Or Until Filled)

General Description

John Jay College of Criminal Justice is seeking an experienced and detail-oriented individual for the full-time position of Grants and Research Administrative Assistant in the Office for the Advancement of Research (OAR). This individual must be a self-starter and extremely organized. The Administrative Assistant must be able to multi-task, support various office staff and manage competing demands. This individual will coordinate a broad range of day-to-day projects and administrative services.

The Office for the Advancement of Research oversees all research operations at John Jay College of Criminal Justice, a senior liberal arts college within the City University of New York. The College has developed strong and multifaceted expertise in sponsored research in many areas related to its core mission, including: crime control, eyewitness testimony, forensic science, police training, prisoner reentry, the psychology of violent behavior, public health and justice, science education, and many other fields. In addition, as a liberal arts college, we have faculty involved in diverse areas of scholarship. The goal of this position is to support the Office for the Advancement of Research in its efforts to stimulate faculty and staff to explore research projects, develop collaborations, and pursue and administer external funding and research.

The Office for the Advancement of Research is looking to fill this position quickly, so interested applicants should apply as soon as possible in order to be considered.

Other Duties

The Grants and Research Administrative Assistant will perform the following duties:

Pre-Award Support including

- Design, editing and distribution of monthly newsletter
- Support funding opportunities searches and/or identification, formatting and distribution of funding opportunities

Post-Award Administration of Grants and Contracts including

- Maintain close working relationships with Research Foundation personnel and follow-up as necessary to ensure timely processing of reimbursement requests and ensure compliance with evolving requirements
- Assist Principal Investigators and Administrators with the submission of MOUs, ICAs, and subawards via the Research Foundation's Contract Manager system
- Train Principal Investigators and Administrators on the Research Foundation's online e-services including electronic Personnel Action Forms (ePAFs), Personnel Vacancy Notices (PVNs), electronic Payment Request and Purchasing card reconciliation
- Reviews new hire and rehire packets, verifies I-9 employment eligibility and ensures compliance with standardized Research Foundation procedures and Federal regulations (supports Grants Administrative Manager in these tasks)
- Assists PIs with PVNs and ePAFs, sends out timesheet reminders, etc.
- Other Sponsored Projects' Support may include work on specific sponsored projects, including getting projects set-up in terms of hiring, ICAs, payment requests, etc.; training project personnel on post-award tasks, etc.

Management of College Travel budget and reimbursements, including

- Train and support faculty in all aspects of the travel reimbursement process
- Work with department chairs to support internal management of department travel budgets
- Track the overall travel budget, departmental spending, and departmental distribution policies
- Process and submit travel reimbursement documents to the Research Foundation of CUNY for timely payment

General Office Duties including

- Manage Grants email, phones/voicemail and other administrative tasks (e.g. maintaining files, photocopying, scanning, faxes, and special projects)
- Use Constant Contact for grants and research outreach
- Website updates

Qualifications

- Successful completion of at least one (1) year of college (or 30 college credits in a matriculated course of study) and one (1) year of work experience in grants administration or a related field; OR two (2) years of work experience in grants administration or a related field.
- Familiarity with Research Foundation of CUNY systems, desired.
- Proficient in MS Office (Word, Excel, Access, Publisher, Outlook, etc.) and other software programs and web-based systems for supporting office operations.
- Ability to work well independently as well as part of a team, and to take direction from multiple senior staff.
- Ability to interact professionally with various clientele (e.g. faculty, staff, students, etc).
- Ability to handle multiple task and meet deadlines, as well as ability to be flexible in taking on assignments as needed
- Ability to follow-up as needed and take responsibility for completing assignments and satisfying customers/clients.
- Excellent writing skills required. Ability to proofread documents for formatting and other errors.

- Ability to design and update office website.
- Familiarity with social media account management, desired.
- Demonstration of the specific competencies required at the time of hire.