
Job Title	Pre-Award Sponsored Programs and Research Assistant
PVN ID	JJ-2402-006141
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Office for the Advancement of Research
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Sep 30, 2024 (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 Sponsored Programs and Research Assistant in the Office for the Advancement of Research (OAR). This individual must be a self-starter and extremely organized. The Sponsored Programs and Research Assistant must be able to multi-task, prioritize deadlines and manage competing demands. This individual will coordinate a broad range of tasks and services with the goal of expanding and enhancing faculty and staff outreach regarding funding opportunities and supporting proposal submissions for extramural grants and contracts to federal, state/local, private and other sponsors, as well as supporting faculty and staff in the administration of sponsored programs.

The new Sponsored Programs and Research Assistant will support the Director of Sponsored Programs in pre-award activities, and also support some post-award operations at the College. The Sponsored Programs and Research Assistant will support the Director in her efforts to increase outreach, provide more individualized support to faculty and staff interested in applying for grants and contracts on behalf of the College and ultimately proposal submission, as well as support faculty and staff in tasks related to administration of grants and contracts.

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.

We are looking to fill this position quickly, so interested applicants should apply as soon as possible in order to be considered.

Other Duties

The Sponsored Programs and Research Assistant will perform the following duties:

>Support sponsor/funding opportunity identification and dissemination by:

- Utilizing systems like GrantForward and Pivot to connect and automate relevant funding opportunities to individual or groups of faculty, center directors and other staff.
- Performing searches, combing through relevant results and compiling information on relevant sponsors using sources such as the Foundation Directory, GuideStar/990s, etc.
- Compiling and formatting key information from various federal, state/local and private funding opportunities (e.g. sponsor name, opportunity title, deadline, amount, links, descriptions) for dissemination.
- Designing, editing and updating emails and/or newsletter to disseminate funding opportunities and other relevant information on a monthly basis.
- Using Constant Contact for grants and research outreach.

>Support proposal preparation by:

- Researching, preparing and compiling institutional data/information as required by various sponsors or funding opportunities;
- Completing/populating routine data on proposal/subrecipient forms, budget narratives, etc. to be reviewed by the Director for submission;
- Transposing budget numbers from OAR's template to sponsor forms;
- Supporting PSC-CUNY proposal submission process.

>Coordinate and schedule research teams by:

- Outreach to PIs, research teams.
- Coordinating and calendaring PI and team meetings based on sponsor deadlines and availability.

>Administrative tasks including:

- Organizes files electronically for record keeping of all In-Progress and Submitted proposals.
- Inputs and tracks proposals in Access Database, Asana and/or Electronic Research Administration System.
- Responds to basic inquiries, facilitates communication, assesses pre-award needs (supplies, resources, etc.).
- Manages grants email, phones/voicemail and other administrative tasks (e.g. maintaining files, photocopying, scanning, faxes, and special projects).
- Website updates and enhancements.

Qualifications

- Successful completion of at least one (1) year of college (or 30 college credits in a matriculated course of study) and six (6) months of work experience in sponsored research/grants administration or a related field; OR one (1) year of work experience in sponsored research/grants administration or a related field.

- Familiarity with Grants.gov, Research.gov, ASSIST, JustGrants and other sponsor portals for proposal submission, desired.
- Familiarity with electronic Research Administration 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 when priorities shift.
- 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 and attention to detail required. Ability to proofread documents for formatting and other errors.
- Ability to design and update office website.
- Demonstration of the specific competencies required at the time of hire.