



Job Title	Pre-Award Specialist
PVN ID	JJ-2503-006755
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Office for the Advancement of Research
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jun 24, 2025 (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 Pre-Award Specialist in the Office for the Advancement of Research (OAR). This individual must be a self-starter and extremely organized. The Pre-Award Specialist 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.

The new Pre-Award Specialist will support the Director of Sponsored Programs in pre-award activities, and also support some post-award operations at the College as needed. The Pre-Award Specialist 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.

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 Pre-Award Specialist 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 using sources such as the Foundation Directory, GuideStar/990s, etc
- Compiling key information from various federal, state/local and private funding opportunities for dissemination
- Managing communications to disseminate funding opportunities and other relevant information

> Support proposal preparation by:

- Preparing and compiling institutional data/information as required by various sponsors or funding opportunities
- Drafting proposal/subrecipient forms, budget narratives, etc. for proposal submission
- Drafting budget numbers and completing sponsor budgets
- Supporting an annual internal proposal submission process

> Other tasks include, but not limited to:

- Coordinating and scheduling research teams
- Tracking and managing submission documents for all In-Progress and Submitted proposals using an Electronic Research Administration System (i.e., Cayuse) and our legacy Database
- Responding to inquiries, facilitating communication, assessing pre-award needs, etc
- Working on special projects as needed
- Contributing to 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 one (1) year of work experience in sponsored research/grants administration or a related field; OR (2) years 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, particularly Cayuse, 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 handle multiple tasks and meet deadlines, as well as ability to be flexible in taking on assignments as needed
- Excellent writing skills and attention to detail required. Ability to proofread documents for formatting and other errors
- Ability to modify and update office website