
Job Title	Assistant Director, Post Award Services
PVN ID	LA-1703-001735
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Grants Development Office
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Dec 29, 2017 (Or Until Filled)

General Description

The Grants Development Office of LaGuardia Community College seeks an Assistant Director for Post-award Services. Reporting to the Director of Grants Development and exercising independent judgment, the incumbent is responsible for managing day-to-day post-award sponsored programs activity for the College. Working closely with the Assistant Director for Pre-award Services, the incumbent provides support for related compliance activities, data collection and reporting.

- Oversees post-award activities from award set-up to closeout, including onboarding of new projects, purchasing, personnel, effort reporting, budget modification and project reporting.
- Ensure compliance in post-award activity and the maintaining of audit-compliant records;
- Monitors budget review and modification processes and collects data in support of funded project progress reviews;
- Assists with budget development and review at the pre-award stage, as necessary;
- Acts as a resource to program directors and staff throughout award implementation;
- Disseminates College, University and Research Foundation policies governing sponsored programs;
- Assists with the development and delivery of post-award training programs for faculty and staff;
- Follows up on missing data or other materials needed for finalizing contract terms, budgets or other tasks related to proposal submissions;
- Coordinates with the Research Foundation to set up fund accounts;
- Oversees award tracking systems and ensures data accuracy for reporting;
- Collects and analyzes statistical and other quantitative data and drafts comprehensive reports;
- Serves as point of contact with other College departments and external organizations;
- Manages and trains program and administrative staff;
- Participates in relevant professional activities and personal development in the field.

Other Duties

- Performs other duties as assigned by the Director, including but not limited to assisting with Pre-award Services.

Qualifications

CORE COMPETENCIES:

- Strong knowledge of grants and sponsored programs administration, including Federal agency guidelines and the Uniform Guidance;
- Strong knowledge of office software applications such as MS Word, Excel and PowerPoint; knowledge of MS Access preferred;
- Knowledge of key office technology; ability to master systems for tracking sponsored programs;
- Ability to work independently and to support a team;
- Ability to meet multiple simultaneous deadlines in a fast-paced, high-volume work environment;
- Ability to resolve problems in a calm and effective manner; ability to provide quality service;
- Ability to communicate effectively with diverse constituencies; ability to write clearly and effectively;
- Knowledgeable about data collection and strategies for conveying data to decision makers;
- Familiarity with CUNY Research Foundation policies and procedures preferred.

QUALIFICATIONS:

- A Bachelor's Degree from an accredited institution, **and** at least five years (5) of related professional experience; **AND**
- Possession of the core competencies determined to be required at the time of hire.