

Job Title	Grants Associate
PVN ID	NY-1901-002902
Category	Administrative Services
Location	NYC COLLEGE OF TECHNOLOGY
Department	Office of the Provost
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 14, 2019 (Or Until Filled)

General Description

General Description of Duties and Responsibilities

The Office of Sponsored Programs is responsible for the acquisition and administration of discretionary grants to advance City Tech's mission and priorities. Working closely with faculty, staff, sponsors, and the CUNY Research Foundation, the unit ensures responsible stewardship of federal, state, and local funding.

Working in a team environment, the position provides administrative support for pre-award and post-award functions. Pre-award support includes funding opportunity research and dissemination of information to faculty and staff, review of application components for compliance with sponsor guidelines and relevant regulations, tracking of annual PSC CUNY research award applications. Post-award support includes: processing and tracking of RF grant-funded employees and faculty summer salary; monitoring of fiscal activities; and compliance with sponsor reporting requirements.

Other Duties

Other Duties

- Liaises with RFCUNY Legal Department on subawards, contracts, MOUs and ICAs;
- Assists with unit workshops and events;
- Provides guidance to faculty on OTPS; and
- Maintains unit website content.

Qualifications

Core Competencies

- Strong customer service skills;
- Ability to work within deadlines;
- Familiarity with financial management principles and practices;
- Adept at using e-systems (e.g., research.gov, grants.gov, etc.
- Knowledge of grant acquisition process and research administration;
- Ability to work independently as well as to support a team;
- Ability to communicate effectively and proactively with diverse constituencies; and
- Ability to multi-task.

Qualifications

- Baccalaureate degree required; master's degree preferred; or baccalaureate and at least three years of related professional office or sponsored programs experience.