

Job Title	Grants Associate
PVN ID	PH-1808-002685
Category	Administrative Services
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
Department	Sponsored Programs and Research
Status	Full Time
Annual Salary	\$50,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Nov 19, 2018 (Or Until Filled)

General Description

Located in the Office of Sponsored Programs and Research (SPaR) at the CUNY Graduate School of Public Health and Health Policy campus, reporting to the Grants Officer (GO) and exercising independent judgment, the Grants Associate will assist in the research and dissemination of information on government and private sector grant availability and guidelines for application. The Grants Associate will support faculty in compiling proposal application packages and submitting proposals for institutional approval. She/he will support the Grants Officers in maintaining appropriate Federal, state and local agency sponsor contacts, as well as those for corporate and private sponsors. She/he will support the GOs and the Associate Dean for Research in monitoring and ensuring compliance with research regulations. Furthermore, she/he may assist with editing proposal text.

Other Duties

- Assists in the administration of various aspects of research programs, including through the review and evaluation of proposal submissions and the preparation of preliminary materials for grant submission;
- Provides post-award grant support to faculty, including troubleshooting and coordinating with the Research Foundation to resolve various business and HR issues;
- Provides administrative support and guidance to researchers and administrators with regards to applicable federal, state, local, University, and College regulations, laws, and policies;
- Drafts negotiating points for the GOs and/or RF in finalizing contract terms, budgets, and budget revisions with funding agencies;
- Coordinates with other college and university grants offices on project proposals involving more than one institution;
- Ensures budget compliance during proposal preparation;
- In close coordination with the relevant Project Administrators at the RF, assists PIs with the administration of grant funds and acts as a resource to the program throughout implementation;

- Works closely with legal advisors, at both the RF and CUNY Central Offices, on such issues and opportunities as technology transfer and intellectual property;
- Assists with training project staff in grant management;
- Collects information on, monitors, and reports on the advancement and completion of sponsored research projects and compliance;
- Collects information for, and assists in preparing, SPaR communications, and assists GOs with drafting comprehensive reports;
- Participates in relevant professional activities and personal development in the field;
- Serves as a consultant and resource to faculty and staff on planning and administering research projects; and
- Performs other duties as assigned by the GOs and/or Dean of Research, including performing duties of lower level positions as needed.

Qualifications

Core Competencies

- Knowledge of the fields of grant proposal writing and sponsored program and research administration;
- Working knowledge of various government agency, private and corporate sponsored program requirements and practices;
- Working knowledge of the research regulatory environment and requirements for compliance;
- Ability to learn entrepreneurial skills in developing new sources of sponsorship;
- Ability to analyze proposals and contracts and identify areas needing resolution;
- Knowledge of key office technology and software for tracking sponsored programs;
- Ability to work independently while contributing to a closely knit team;
- Ability to relate college mission to funding goals and opportunities;
- Ability to set priorities and adjust strategies to changing needs;
- Ability to communicate effectively with diverse constituencies and to maintain a positive working relationship with staff, associates, and internal and external constituents;
- Ability to explain complex concepts to professional college staff, college officials, RF administrators, and, when appropriate, the public; and
- Ability to listen and respond to the concerns/ideas of others.

Qualifications

- A Master's Degree in a related field from an accredited institution, and no fewer than two years (2) of related experience; OR
- Bachelor's degree in a related field from an accredited institution, and no fewer than three years (3) of related experience; OR
- Possession of the core competencies determined to be required at the time of hire.