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<b>Job Title</b>	Senior Program Assistant - PSC CUNY
<b>PVN ID</b>	RF-1708-002033
<b>Category</b>	Managerial and Professional
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Grants & Contracts
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$56,722.88
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 15, 2017 (Or Until Filled)

## General Description

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The Senior Program Assistant acts in a support role for all PSC-CUNY Program related matters on behalf of the Program Administrator. The incumbent assists in the management of all phases of the program – from its proposal stage through the completion of each program cycle.

## Other Duties

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Compose reports, memos, and related materials for internal and external distribution, assemble statistical data, and prepare various files as needed.

- Contact Project Investigators, the Office of the Vice Chancellor for Research, members of University Committee on Research Awards (UCRA) and campus Grants Offices to facilitate program operation functions.
- Attend UCRA meetings and record/maintain the associated minutes.
- Coordinate presentations about the program at CUNY campuses when requested.
- Attend faculty outreach meetings at campuses and provide guidance to prospective applicants.
- Participate in development, enhancement, and implementation of the E-systems that support the PSC CUNY Research Award Program.
- Contact project personnel for information and clarification of data on documents related to the application process and the various procedures involved in managing the awards/grants.
- Assist with establishment and closeout of awards.
- Understand the award establishment/closeout processes.

- Develop knowledge base about grants and contracts management
- Review costs submitted against awards conform to the Program's guidelines and RFCUNY's guidelines.
- Provide fiscal oversight of transactions submitted against awards, including reimbursements, payments to vendors, electronic personnel action forms, released time, summer salary, purchase orders, consultant agreements and independent contractor agreements.
- Ensure appropriate compliance documentation (IRB/IACUC) are on file for applicable awards.
- Notify Principal Investigators about the status of awards (remaining balances, award end dates, award extensions, budget modifications requests etc.)
- Serve as backup to the PSC-CUNY Program Administrator and to the Assistant PSC-CUNY Program Administrator and assist with their related duties and responsibilities.
- Be prepared and willing to learn new skills.
- Perform other duties as assigned.

## Qualifications

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- Bachelor degree. Exposure/familiarity with accounting/financial concepts preferred.
- High level of computer literacy. Fluid knowledge of Microsoft Office suite, especially Excel.
- Excellent writing, editing, organizational, and communication skills.
- Two years work experience in similar role.
- Exercise good judgment and provide excellent customer service.
- Comfortable interacting with many levels of staff and personnel.
- Ability to work both independently and as a member of a team.
- Ability to develop and maintain productive working relationships with a diverse array of professional peers, colleagues, and clients.