
Job Title	Senior Program Assistant- PSC CUNY
PVN ID	RF-1904-003037
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Grants & Contracts
Status	Full Time
Annual Salary	\$59,014.49
Hour(s) a Week	35
Closing Date	Sep 30, 2019 (Or Until Filled)

General Description

SUMMARY:

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

DUTIES & RESPONSIBILITIES:

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

QUALIFICATIONS:

- 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.