
Job Title	Grants Assistant
PVN ID	VA-2206-004902
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs
Status	Part Time
Hourly Rate	\$25.82-\$30.22
Hour(s) a Week	25.82-30.22
Closing Date	Oct 21, 2022 (Or Until Filled)

General Description

The Grant Assistant is a position under the Fiscal and Administrative Services unit in CUNY Office of Academic Affairs (OAA). The Grant Assistant will provide post-award support to all programs by reviewing and tracking prime agreement submissions. In addition, the Grant Assistant will assist with payroll processes for 1000+ F/T and P/T staff members at CUNY Central OAA and manage all personnel related activities.

Reporting to the Senior Director of Fiscal and Administrative Services, the Grant Assistant's duties and responsibilities will include, but are not limited to the following:

DUTIES AND RESPONSIBILITIES

Grants Management:

- Provide essential support to the Fiscal and Administrative Services unit
- Manage OAA agreement folder, review prime agreement submission, prepare account establishment forms, and submit agreements to RF legal and CUNY OGC for review
- Track prime agreement submission, organize the fully executed agreements and new new accounts created by RFCUNY
- Assist Executive Director and Senior Director in preparing grant reports
- Prepare check transmittal form and monitor sponsor revenues
- Review active and expired accounts and coordinate with programs in closing out accounts
- Request grant access for program staff
- Review budget modifications and budget transfer requests for programs
- Monitor payments received from sponsor agencies

Hiring and Personnel:

- Coordinate new hire process, ensuring compliance with all rules and regulations
- Prepare and process all new hire/re-hire packets

- Conduct New Hire Orientations and process I9's
- Respond to inquiries regarding employers/supervisors policies and procedures of program, e.g. approving payroll, time and leave requests, etc.

Payroll:

- Coordinate the bi-weekly submission of timesheets
- Reconcile time and leave discrepancies
- Respond to program questions and concerns regarding payroll and timesheets
- Responsible for ePAF extensions and maintenance in accordance with schedule and budgetary restrictions
- Work with programs to prepare personnel budget and expense reports as needed
- Work with programs to prepare journal entries and annual leave payouts as needed
- Work with programs to prepare retro-active salary increases/ePAF's as needed

Other Duties

Data Tracking and Reporting:

- Ensure accuracy and integrity of all program data
- Access database entry done bi-weekly
- Compile required documentation for budgets and reports, supporting programs in all reporting needs
- Other duties assigned by the unit

Qualifications

Minimum Qualifications

- Bachelor's Degree preferred
- Experience in fiscal management, grants management, payroll, or another relevant field
- Experience with the Research Foundation of CUNY systemS preferred
- Excellent verbal, written, and interpersonal communication skills, with a customer-focused approach to working and comfort communicating with people at all levels
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced and high-volume work environment
- Experienced user of all MS Office products, Excel in particular, and aptitude to quickly pick up new systems
- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines.

Physical Requirements

- This position will be performed both in-office and remotely. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, and other presentation materials.

- Ability to travel to other CUNY sites as needed.

How to apply:

For full consideration, upload a position-focused cover letter and résumé as ONE MS WORD or ADOBE PDF DOCUMENT in the RESUME FIELD. Your cover letter should specifically describe your work experience as related to the duties of this position.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.