

Contracts and Grants Manager, Civil, Environmental and
Ocean Engineering
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=220705>

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Posted Sep. 1, 2023, set to expire Jul. 12, 2024

Job Title Contracts and Grants Manager, Civil, Environmental and
Ocean Engineering

Department Civil Environmental & Ocean Engineering

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Sep. 1, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Fiscal Services

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Contracts-and-Grants-Manager--Civil--Environmental-and-Ocean-Engineering_RQ27300-1

Apply By Email

Job Description

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Reporting to the Department Chair of Civil, Environmental and Ocean Engineering (CEOE), the **Contracts and Grants Manager** provides necessary support to Principal Investigators (PIs) in Civil, Environmental and Ocean Engineering with grant and contract application tasks, including pre-award and post-award functions, by serving as the main point-of-contact for PIs and the Division of Research regarding CEOE contracts and grants. This position works in coordination with the SES Finance team, the Office of Sponsored Programs, and the Office of Sponsored Accounting.

Essential Duties and Responsibilities

- Manage the development, review and submission of all Federal, State and foundation grants and contract applications (proposals) for the Department of Civil, Environmental and Ocean Engineering (CEOE), in conjunction with the affiliated Principal Investigator (PI). Manages timelines and progression of submissions to ensure on-time completion of high quality, responsive and compliant proposals. Supports PIs in responding to Just-in-Time requests.
 - Maintain a strong working knowledge of federal rules and regulations that govern research grants, as well as stay informed of sponsor terms and conditions for submitting and administering grant awards, through collaboration with the Office of Sponsored Programs.
 - Prepares and compile all components of proposal submissions, including grant budgets and budget justifications based on Request for Application (RFA), to ensure proper formatting, packaging and completion in accordance to granting agency requirements.
 - Create and maintain a database of submitted proposals. Track the status of pending applications and notify PI of review/funding status of applications.
 - Promote accurate preparation and timely submission of post-award progress reports, as required by the sponsoring program, in coordination with the Office of Sponsored Programs. Maintains records for each PI support information, bio-sketches and grant submissions.
 - Create and maintain standardized budget templates, checklists for staff and PIs and listing of resources and facilities.
- Manage CEOE research accounts in coordination with research faculty, SES Finance, and the Offices of Sponsored Programs and Sponsored Accounting, including but not limited to:
 - Assist faculty with research budgets for various sponsored accounts.
 - Understand research budget development, and initiating post-award modification by requesting on behalf of the PI in compliance with the university and sponsor requirements.
 - Monitor project financials including purchase orders, processing invoices, and submitting

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expense reports.

- Prepare various monthly reports for CEOE research faculty as needed and directed, including proposal submissions and outcomes, financial projections, monthly expenditures and remaining balances on operational and sponsored research accounts.
- Support the preparation of non-technical parts of proposals and proposal budgets, in coordination with the Office of Sponsored Programs, for research faculty and staff in CEOE.
- Assist with human resource needs (related to research personnel), including the creation of requisitions in Workday, printing candidate résumés and coordinating interviews for post-doctoral, research assistant, and student positions.
- Engage communication with the Office of Sponsored Programs for Workday payroll requests and other sponsored administrative compliances.
- Collaborate with other academic and administrative units on relevant matters and external constituents, as needed.
- Serve as backup to the Office Manager of the Department of Civil, Environmental and Ocean Engineering and backup to the Research Project Manager of Davidson Laboratory. Provides additional administrative assistance, as needed.
- Other duties, as required.

Qualifications

- Bachelor's degree or equivalent administrative professional experience
- Minimum of 2 years of relevant experience, preferably in higher education or other industry experience
- Experience in basic office management and a familiarity with fundamental accounting practices

Other Requirements

- Expertise in Microsoft Office - Outlook, Excel, Word, and PowerPoint and other document management tools including OneDrive and SharePoint
- Strong computer proficiency and the ability to quickly learn and assimilate new systems and information
- Must be able to work in a fast-paced environment with demonstrated ability to handle multiple competing tasks and demands
- Ability to be both highly efficient and effective. Must be resourceful yet know when to ask

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questions and for help

- Ability to maintain and project a professional image at all times with exemplary poise and diplomacy
- Maintain utmost confidentiality and discretion in all things, handling confidential and non-routine information with tact
- Strong customer service orientation
- Excellent communication skills, with the ability to communicate well with both internal and external constituents at all levels
- Excellent attention to detail and exceptional follow-up and follow-through skills
- Ability to plan, organize and coordinate large and small projects through to completion
- Proven ability to work independently and as part of a team. Ability to accept direction on assignments and work with minimum supervision, building support from colleagues where applicable

Department

Civil Environmental & Ocean Engineering

General Submission Guidelines:

In order to be considered a candidate for any job at Stevens, you must submit an online application. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic

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partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff and student body and strongly encourages applications from female and minority candidates as well as veterans and individuals with disabilities. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. You can obtain a copy of this report by accessing the following web site: <https://www.stevens.edu/police>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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