

Managing Assistant Director of Pre-Award Services, Office
of Research and Sponsored Programs
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=232394>

Downloaded On: May. 9, 2024 2:43pm

Posted Mar. 5, 2024, set to expire Jul. 5, 2024

Job Title	Managing Assistant Director of Pre-Award Services, Office of Research and Sponsored Programs
Department	
Institution	Kean University Union, New Jersey
Date Posted	Mar. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Managing-Assistant-Director-of-Pre-Award-Services--Office-of-Research-and-Sponsored-Programs_R2713

Apply By Email

Job Description

External Applicant Instructions

- Please upload your resume/CV for automatic population of information to your Kean application.
- Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.
- In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.

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Office of Research and Sponsored Programs

Managing Assistant Director of Pre-Award Services

Reporting to the Vice President for Research, the Managing Assistant Director of Pre-Award Services (Managing Assistant Director 1) is responsible for the day-to-day management of all projects, grants, contracts and related functions associated with pre-award activities for the University. The Managing Assistant Director will be responsible for the oversight of all pre-award activities ensuring condition of awards and Kean guidelines are being met, ensuring compliance with Federal and State regulations, sponsor/grantor requirements and Foundation activities. They will work as part of a full-service team in the Office of Research and Sponsored Programs (ORSP). *This position requires travel and a flexible schedule including evening and weekend hours.*

Qualifications: Bachelor's degree from accredited college and a minimum of three years of related professional experience is required. Preferred qualifications include: a Master's degree from an accredited college; supervisory experience; CRA; experience with the Cayuse Research Suite; prior experience with grant management and budgeting in higher education; and knowledge of U.S. GAAP, OMB Uniform Guidance, DHHS Regulations and NJHHS guidelines. Candidate must have proficiency with Microsoft Office and financial software applications; the ability to utilize Excel to create basic to moderately complex projections, trends and analyze data; have a strong commitment to customer service excellence; and excellent oral and written communication, organizational and interpersonal skills.

The deadline for applications is March 19, 2024. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts for all degrees are required prior to the starting date of employment.

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Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

Diversity & Non-Discrimination Statement

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

EEO/AA Statement

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

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Contact Information

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

Contact

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