

Research Administrator
University at Buffalo, The State University of New York

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Posted Oct. 2, 2019, set to expire Feb. 1, 2020

Job Title	Research Administrator
Department	School of Public Health and Health Professions
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 2, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Grant Writer/Technical Writer Research/Technical/Laboratory
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Job Description

Position Summary

The School of Public Health and Health Professions (SPHHP) at the University at Buffalo (UB) is seeking a state-funded Research Administrator to assist faculty in managing their research administration activities. The Research Administrator will provide both general administrative support to the Office of Research Administrative Services (RAS), as well as pre- and post-award support.

As a member of RAS, the Research Administrator will provide assistance aimed at efficient operations of the office, along with fulfilling any requests of the Associate Dean for Research. This will include, but is not limited to:

- coordinating office functions
- communicating on behalf of the office

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- maintaining files
- developing procedures
- addressing data needs

Specific to pre-award support, the Research Administrator will work with faculty and their research staff to develop budgets and ensure applications for sponsored funds are in compliance with guidelines and requirements. They will work to review, edit, and ensure completion of funding applications. They will act as a liaison between the faculty and UB Sponsored Projects Services (SPS), working to obtain timely approvals.

Specific to post-award management, the Research Administrator is a resource to the faculty and their staff. As a general rule, RAS is the first stop for faculty when determining allowability and ensuring compliance; therefore this role supports these efforts. In addition, they will work to monitor project end dates and track faculty effort, as well as perform other duties to ensure the efficient operation of grant activities.

The University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree with 2 years of experience working with sponsored projects, preferably in an academic setting.
- Possess strong interpersonal communication skills.
- Experience working in customer service
- Highly proficient using Microsoft Office, especially Excel and Publisher.
- Ability to work independently, functioning with limited direction/supervision.
- Ability to work as a member of a team.
- Ability to interpret complex instructions.
- Ability to work in a deadline driven environment.
- Ability to handle multiple assignments.

Preferred Qualifications

- Master's degree
- 3 or more years working with sponsored projects, in an academic setting
- Experience with both grants and contracts, particularly federal agencies (NIH, DOD, etc.)
- Experience working independently, functioning with limited direction/supervision
- Experience working as a member of a team.
- Experience interpreting complex instructions.

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- Experience working in a deadline driven environment.
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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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