

Senior Research Administrator - Office of the Vice Provost
for Research
Tufts University

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Posted Oct. 21, 2020, set to expire Mar. 5, 2021

Job Title Senior Research Administrator - Office of the Vice Provost for
Research

Department

Institution Tufts University
Boston, Massachusetts

Date Posted Oct. 21, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory
Institutional Advancement

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Job Description

Senior Research Administrator - Office of the Vice Provost for Research - (20001582)

Description

This is a grant funded position and is not eligible for severance pay.

Under limited supervision, responsible for administering varied portfolio including most complex sponsored awards. Utilizing extensive research administration knowledge, works with faculty to develop sponsored proposals and to manage postaward compliance activities. Consults with faculty and staff in interpreting intricate sponsor rules and regulations, may mentor junior level research administration staff and assists faculty and staff in navigating new research administration tools and systems, identifying, proposing solutions and working toward resolutions related to complex pre/post-



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award matters.

Qualifications

Basic Requirements:

Bachelor's Degree.

5-7 years experience.

Knowledge of funding agencies and their programs.

Understanding of regulations that govern federal research funding and related areas of regulatory compliance.

Proficient with MS Office applications (Outlook, Word, Excel, PowerPoint) and internet.

Proficient with electronic grants management systems (i.e., grants.gov, NIH eRA Commons, NSF Fastlane, ProposalCentral, etc.) or ability to learn these and other applicable systems.

Preferred Qualifications:

Experience with international and/or complex projects.

Special Work Schedule Requirements:

Travel between Tufts' three campuses may be required.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

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

Contact