

Research Administrator I - School of Engineering  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=149691>

Downloaded On: Mar. 6, 2021 7:33pm

Posted Nov. 16, 2020, set to expire Mar. 31, 2021

**Job Title** Research Administrator I - School of Engineering  
**Department**  
**Institution** Tufts University  
Medford/Somerville, Massachusetts

**Date Posted** Nov. 16, 2020

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Research/Technical/Laboratory

**Apply Online Here** <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001667>

**Apply By Email**

**Job Description**

Research Administrator I - School of Engineering - (20001667)  
Description

Responsible for administering standard portfolio of sponsored awards. Utilizing knowledge of academic area, works with faculty to develop sponsored proposals and to manage post-award compliance activities. May assist school management with other assigned program operation functions.

**Qualifications**

**Basic Requirements:**

Knowledge and skills as typically acquired by completing Bachelor's degree and 1 -3 years of research administration experience.



Research Administrator I - School of Engineering  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=149691>

Downloaded On: Mar. 6, 2021 7:33pm

Posted Nov. 16, 2020, set to expire Mar. 31, 2021

## Research Administrator I - School of Engineering Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=149691>

Downloaded On: Mar. 6, 2021 7:33pm

Posted Nov. 16, 2020, set to expire Mar. 31, 2021

Knowledge of funding agencies and their programs.

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

Demonstrated organizational skills with detail orientation.

Excellent prioritization skills, strong analytical, problem-solving and decision-making skills.

Strong interpersonal skills with ability to work in collegial, supportive manner with faculty and staff.

Excellent communication skills, both written and oral.

Demonstrated ability to handle multiple assignments with concurrent deadlines and frequent interruptions.

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:

Designation of Certified Research Administrator (CRA), Certified Pre-Award Research Administrator (CPRA), or Certified Financial Research Administrator (CFRA).

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**