

Research Administrator II - Public Health and Community  
Medicine, School of Medicine  
Tufts University

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**Job Title** Research Administrator II - Public Health and Community  
Medicine, School of Medicine

**Department** Department of Public Health and Community Medicine

**Institution** Tufts University  
Boston, Massachusetts

**Date Posted** Jun. 18, 2021

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

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

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**Job Description**

Research Administrator II - Public Health and Community Medicine, School of Medicine - (21001453)

Description

The Department of Public Health and Community Medicine is a research and teaching department of the medical school. Our faculty currently represents a range of disciplines, including public health, epidemiology, biostatistics, medicine, nutrition, environmental health, health policy, health informatics and analytics. Our activities include community-based and clinical research on a wide-array of public health topics and the education of medical and graduate students in health-related masters' programs.

Responsible for administering portfolio of broad and moderately complex sponsored awards. Utilizing considerable knowledge of research administration and academic area, works with faculty to develop sponsored proposals and to manage post-award compliance activities. Serves as resource to junior

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level research administration staff. 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 3 - 5 years of research administration experience

Knowledge of funding agencies and their programs

Knowledge of regulations that govern federal research funding and related areas of regulatory

Demonstrated organizational skills with detail orientation

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

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

Excellent communication skills, both written and oral

Demonstrated ability to manage multiple assignments with tight, concurrent deadlines and with 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.) and experience with enterprise research administration systems.

#### Preferred Qualifications:

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

Experience with Quali Coeus

#### 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.



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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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