

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

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Posted Jul. 8, 2021, set to expire Nov. 20, 2021

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

**Department**

**Institution** Tufts University  
Boston, Massachusetts

**Date Posted** Jul. 8, 2021

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

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

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**Job Description**

Pre-Award Senior Research Administrator - Office of the Vice Provost for Research - (21001512)

Description

Under limited supervision, manages portfolio of broad and complex sub-awards and sponsored awards. Provides expert advice, guidance and oversight of issuing subawards, amendments, risk assessments, contractor vs subcontractor determination, subrecipient monitoring, and incoming subawards. Mentors junior staff and manages pro-active outreach to faculty, facilitating multidisciplinary collaborations between campuses. Partners with OVPR, local research administrators, and other university offices on seamless approach to management of subawards and awards.



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## Qualifications

### Basic Requirements:

Bachelor's Degree.

5-7 years of related 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 subcontracts and grants management systems (i.e., FFATA Subaward Reporting System, eSRS Small Business Subcontracting Reporting system, etc.) or ability to learn these and other applicable systems.

### Special Work Schedule Requirements:

May be required to attend meetings in various campus locations. .

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