

Research Administrator II - School of Engineering
Tufts University

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Posted Oct. 20, 2021, set to expire Mar. 4, 2022

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

Date Posted Oct. 20, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory

Job Website <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=21001892>

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Job Description

Research Administrator II - School of Engineering - (21001892)

Description

Under moderate supervision, 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 level research administration staff. May assist school management with other assigned program operation functions.

Qualifications

Basic Requirements:

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Bachelor's Degree.

3-5 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 grants management systems (i.e., grants.gov, NIH eRA Commons, NSF Fastlane, ProposalCentral, 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