

Grant Budget Associate, Sponsored Projects Services  
University at Buffalo, The State University of New York

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Posted May 13, 2022, set to expire Sep. 12, 2022

<b>Job Title</b>	Grant Budget Associate, Sponsored Projects Services
<b>Department</b>	Sponsored Projects Services
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	May 13, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/34965">https://www.ubjobs.buffalo.edu/postings/34965</a>

**Apply By Email**

**Job Description**

**Position Summary**

The Sponsored Projects Services department, within the Office of the Vice President for Research and Economic Development, is seeking a Grant Budget Associate.

The Grant Budget Associate duties include:

Successfully manage a departmental portfolio, as the primary point of contact, for proposal and budget development, with the ability to interpret and apply sponsor guidelines to ensure compliance with University, Research Foundation and Sponsor policies.

Advises faculty and departmental staff with navigating various electronic systems related to proposal development and submission.

A flexible work schedule may be an option for this position.

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The Grant Budget Associate provides direct support to faculty and departments in proposal development for various types of funding from Federal, Non-Federal, State and Non-profit sponsors, ensuring that all submissions are fully compliant with University, Research Foundation, and sponsor policies. Time management, strong communication skills and the ability to remain confident and poised in a fast-paced environment are essential. Individuals in this role must be adept problem-solvers who are able to manage multiple projects and requests under strict deadlines.

The Grant Budget Associate has direct experience with budget development, reading and interpreting guidelines and has working knowledge of various sponsor electronic systems, such as research.gov, eRA Commons, Proposal Central or other sponsor portals.

This position requires the ability to work independently with little oversight, and to be timely with tasks and communication. This position must also be able to work collaboratively within SPS and to be an effective team member to accomplish both SPS and university goals.

### Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our benefit packages.

### About Sponsored Projects Services

The Sponsored Projects Services department manages and supports the research infrastructure, provides stewardship of external funding for researchers.

### About The University at Buffalo

The University at Buffalo (UB) is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the University at Buffalo.

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### Minimum Qualifications

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Bachelor's Degree and 3 years of direct experience with proposal and budget development  
Experience in a higher education setting  
Proficient in Microsoft Office and Adobe  
Good math skills  
Strong attention to detail and ability to work with a high degree of accuracy  
Ability to work in a diverse, deadline driven environment  
Ability to identify, research and resolve problems, and follow-through on assignments with moderate direction  
Proficient in navigating business systems, electronic documents and sponsors' website  
Demonstrated experience/ knowledge of various sponsor electronic systems, such as research.gov, eRA Commons and other electronic portals

### Preferred Qualifications

3+ years of direct experience with proposal and budget development  
Certification in Research Administration (CRA)  
Advanced degree in relevant field  
Experience with Click Grants Module  
Proficient in electronic sponsor systems, such as ERA Commons, Research.gov or other sponsor systems

### Contact Information

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

### Contact