

Grants Administrator, 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

Job Title	Grants Administrator, Sponsored Projects Services
Department	Sponsored Projects Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 13, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/34967
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 Grants Administrator.

Responsibilities include:

Proposal submission in various sponsor electronic systems and Click Grants Module.

Provides research administration support to faculty and staff by negotiating, interpreting and applying award terms and conditions, processing awards, and seeking sponsor approval when required.

Review and verify information in university business systems, sponsor sites and internal records to be provided for Other Support (Just-in-Time) sponsor requests.

Assists faculty with submission of progress reports.

Works collaboratively with faculty and staff to provide information regarding policies and procedures and seeks resolutions to problems.

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The Grants Administrator works in an apprentice/ assistant mode with one or more Grant Administrator colleagues, to learn policies and procedures for performing diversified and complex administrative functions for various Pre-Award and non-financial Post-Award activities of sponsored awards.

The Grants Administrator will be trained with expectation that a departmental portfolio will be assigned as to serve as the primary point of contact to oversee compliance with awarding agency terms and conditions and conformance to various policies and regulations.

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

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 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.

About Sponsored Projects Services

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

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

Bachelor's Degree and at least 3 years of related experience, or an equivalent combination of education and experience.

Strong written and verbal communication skills.

Attention to detail and the ability to work with a high degree of accuracy

Ability to work in a diverse, deadline driven environment

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Proficiency in navigating business systems, electronic documents and sponsors' websites
Proficient in Microsoft Office and Adobe.

Preferred Qualifications

Demonstrated experience in preparing and negotiating agreements with governmental agencies and/or private entities.

Advanced Degree in science, law or business.

Experience in a Higher Education setting.

Demonstrated familiarity with federal, state and sponsor level requirements for sponsored awards.

Certification in Research Administration (CRA)

Contact Information

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

Contact