

Research Administrator, Graduate School of Education
University at Buffalo, The State University of New York

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Posted May 16, 2022, set to expire Sep. 15, 2022

Job Title	Research Administrator, Graduate School of Education
Department	GSE Dean's Office
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 16, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/34983

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Job Description

Position Summary

The Graduate School of Education (GSE) at the University at Buffalo, SUNY invites applications for a Grants Administrator. Reporting to and working closely with the GSE Associate Dean of Research (ADR) and faculty, the Grants Administrator manages all aspects of pre-award administration including opportunity identification, proposal preparation, and proposal budgeting. The Research Administrator is responsible for providing guidance with proposal preparation, proposal review and submission, award review and negotiation, post award support to faculty. This position brings together a broad range of knowledge and experience in support of a portfolio of school and department research programs (ranging from small to large and diverse in subject area). A successful candidate will need to take a collaborative approach to effectively work with a diverse community of colleagues both within GSE as well as other University offices.

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Areas of Responsibility Include:

Serve as a liaison between PIs, University administrative offices, and external agencies.

Develop templates and a library of pre-award grant resources.

Primary contact for grant active faculty to assist and support pre-award processes.

Ensures compliance with university and sponsor policies and procedures.

The Graduate School of Education at the University at Buffalo is an inclusive community engaged in ground-breaking research and teaching across education, human development and information science that improves educational, social and economic opportunities for individuals and communities. We are committed to creating an equitable, diverse, inclusive, and just community of faculty, students, staff, and administrators where all feel welcomed, included, supported, empowered.

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 UB

The University at Buffalo is New York State's largest and most comprehensive public university. A premier center for graduate and professional education, UB is a member of the prestigious Association of American Universities, placing it among the leading research-intensive public universities in the United States with faculty acknowledged in the U.S. and abroad as leaders in their fields.

The University at Buffalo is an equal opportunity/affirmative action employer dedicated to the goal of building a culturally diverse and pluralistic university community committed to teaching and working in an affirming, just, and inclusive environment. Potential applicants, who share this goal, including veterans and individuals with disabilities, are encouraged to apply.

Minimum Qualifications

Bachelor's degree.

Excellent written and verbal communication skills

Ability to thrive in a fast-paced and challenging environment

3+ years of broad pre-award research administration

Familiarity with federal granting agencies (especially NSF, NIH, IES)

Preferred Qualifications

Master's Degree.



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Supervisory experience preferred.

Knowledge of AIS, HRMS, RAPS, FOCUS, Adobe Acrobat, Microsoft Office, PC, PDS, SUBS, agency guidelines, etc.

Contact Information

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

Contact

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