Senior Research Administrator
Tufts University

Job Title	Senior Research Administrator
Department	
Institution	Tufts University
	Medford, Massachusetts
Date Posted	Mar. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://jobs.tufts.edu/jobs/20306?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts Clinical and Translational Science Institute (Tufts CTSI) is a joint program of Tufts University and Tufts Medical Center funded by NIH's Center for Advancing Translational Sciences since 2008. The mission of Tufts CTSI is to stimulate innovative broadly engaged team science across the translational research spectrum to improve clinical care and health. The CTSI links scientists and scholars from a wide range of disciplines with clinical investigators, policy makers, and industry and community leaders to collaborate in conducting innovative clinical and translational research. Tufts CTSI reflects Tufts' unique emphasis on community in biomedical research by including multiple academic institutions, hospitals and health plans, industry leaders, community organizations, and other participants. The current funding cycle runs through April 2030.

What You'll Do

The Senior Research Administrator works under limited supervision and is responsible for administering the CTSI cooperative agreement with NIH on behalf of Tufts University. Utilizing considerable knowledge of research administration and academic area, manages post-award compliance activities and subrecipient monitoring duties. Works closely with Tufts Medical Center (TMC) research administration team and with the project and University leadership to resolve complex research administration matters. Consults with investigators and staff in interpreting intricate sponsor rules and regulations, may mentor research administration staff, and assists faculty and staff in navigating research administration tools and systems, identifying, proposing solutions, and working toward resolutions of any issues.

Responsibilities include:

- Monitors award budget and reports internally on spending. Reviews procurement and financial transactions. Works with Principal Investigator (PI), TMC, and central administration to determine allowable and allocable project charges. Organizes and maintains all Tufts University files related to project expenditures and backup. Develops budget analysis as needed
- Collaborates and serves as research administration expert, providing consultative advice to faculty and staff, and assists in identifying problems and underlying causes to successfully resolve research administration-related matters
- Provides administrative oversight of activities relating to research administration. May mentor research administration staff
- Reviews funding proposal opportunity announcement for any CTSI-related proposals to gain understanding of requirements, submission process and sponsor guidelines. Using the Research

Administration System, prepares business components of grant application, prepares and routes proposal for internal approval, and prepares and submits subcontractor and other documentation to Pre-Award Research Administration for final review and submission to sponsor
- Other duties as determined by the supervisor

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a bachelor's Degree
- 5+ years of research administration experience
- Knowledge of funding agencies and their programs, specifically federal agency guidelines
- Understanding of regulations that govern federal research funding and related areas of regulatory compliance
- Proficient with MS Office applications (Outlook, Word, Excel, PowerPoint), Adobe Acrobat, 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
- Excellent organizational, written, and verbal communication skills. Ability to work independently, under supervision, and as part of a team. Cultural awareness and sensitivity
- Experience in a University setting or ability to quickly learn University policies

Pay Range

Minimum $76,900.00, Midpoint $96,150.00, Maximum $115,400.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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