Grants and Contracts Administrator
Worcester Polytechnic Institute

Job Title	Grants and Contracts Administrator
Department	Office of Sponsored Programs
Institution	Worcester Polytechnic Institute
	Worcester, Massachusetts
Date Posted	Jul. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal Services
	Grant Writer/Technical Writer
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Job Description	

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JOB TITLE
Grants and Contracts Administrator

LOCATION
Worcester

DEPARTMENT NAME
Office of Sponsored Programs

DIVISION NAME

Grants and Contracts Administrator
Worcester Polytechnic Institute

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Working within the office of Sponsored Programs, the Grants and Contracts Administrator is responsible for the general administrative management of sponsored research awards at WPI. She/he supports WPI principal investigators (PIs) in various aspects of award management, including award setup, reporting, maintenance, subcontracting, and closeout.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity, and inclusion.

JOB DESCRIPTION

Basic Function

Working within the office of Sponsored Programs, the Grants and Contracts Administrator is responsible for the general administrative management of sponsored research awards at WPI. She/he supports WPI principal investigators (PIs) in various aspects of award management, including award setup, reporting, maintenance, subcontracting, and closeout. She/he consults with various WPI offices and funding agencies to resolve problems, ensure compliance, and/or obtain approvals as needed. Maintains a high standard of customer service while ensuring that WPI meets all obligations of our sponsored research awards.

Principal Duties and Responsibilities:

Award setup and management

Coordinates the review and negotiation of award documents with the Associate Director and/or the Director of OSP, and other parties as necessary.

Records award data in OSPs award management system (InfoEd); reports on this data to PIs, Departments Heads, and others as needed.

Monitors PI compliance with sponsor policies and award terms and conditions. Verifies with appropriate offices that related compliance approvals have been filed and are up to date (e.g., Human Subjects, Animal Care, Conflict of Interest, etc.).

Monitors the status of awards, expiration dates, and renewal deadlines; keeps PIs informed of

approaching deadlines.

Works with PIs and sponsors to obtain approvals for equipment purchases, travel, no-cost extensions, personnel changes, or other items that may require sponsor approval.

Ensures that deliverables and reporting requirements fulfilled in a timely and efficient manner consistent with University and sponsor requirements.

Assists principal investigators in the preparation and submission of annual grant reports. Reviews and approves reports (technical, interim, and financial) as needed, prior to submission to sponsor.

Develops, reviews, and adjusts grant budgets as needed to support the changing needs of each project.

Maintains complete, accurate, auditable records of award activity.

Subcontracting

Prepares subawards, subcontracts, and professional service agreements using standardized forms. Coordinates review and signature of contracts.

Reporting

Prepares and disseminates reports of proposal and award activity,

Provide ad hoc reports at the request of faculty, deans, department heads, and others

Customer Service

Keeps PIs informed at all times regarding the status of their awards and any pending administrative changes.

Responds to inquiries from PIs, Department Heads, and other stakeholders in a timely and professional manner.

Other

Maintains and updates departmental website, as needed, using WPI's content management system.

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Any other duties as required in support of research activity at WPI.

Requirements

Bachelor's Degree required.

Administrative experience preferred, which may include student work experience.

Must be highly organized, have effective time-management and organizational skills; ability to deal with multiple tasks, prioritize, and follow-through.

Excellent Microsoft Office and computer skills required, as well as familiarity with databases and/or enterprise reporting software.

Excellent written and oral communication skills.

Ability to communicate effectively using tact and discretion in a customer-service environment.

Ability to think critically, flexibly and analytically.

Maintain confidentiality and highest ethical standards

Work independently while exercising appropriate judgment in seeking assistance and guidance

Ability to operate effectively in a fast-paced deadline-driven environment

This is a hybrid position.The salary range for this role is $53,000 - $62,300. WPI's benefits package contains great perks and necessitates for today including a generous retirement match, wellness benefits, tuition assistance and many more. Please attach a cover letter and resume when applying.

FLSA STATUS
United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of

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Worcester Polytechnic Institute

harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Grants-and-Contracts-Administrator_R0002536

About WPI
WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI
WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

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

Contact

N/A
Worcester Polytechnic Institute
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