

Grants Pre-Award Administrator Kean University

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Posted Jul. 18, 2024, set to expire Mar. 27, 2025

Job Title	Grants Pre-Award Administrator
Department	Office of Research and Sponsored Programs
Institution	Kean University Union, New Jersey
Date Posted	Jul. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Grant Writer/Technical Writer
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Grants-Pre-Award-Administrator--Office-of-Research-and-Sponsored-Programs_R2942-1

Apply By Email

Job Description

Office of Research and Sponsored Programs (ORSP)

Grants Pre-Award Administrator

Under the supervision of the Vice President of Research, the Grants Pre-Award Administrator (Professional Services Specialist 3) is responsible for proactively researching and identifying external funding opportunities that support faculty and faculty-student research, develop curriculum, enhance student success, aid recruitment and retention and support campus programming and community outreach. Working collaboratively with faculty, professional staff, deans and administrators, the Grants Pre-Award Administrator researches and communicates grant opportunities on a daily basis; assists in

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preparing competitive proposals; submits proposals; provides direct assistance to faculty in developing grantsmanship plans and skill development; and, provides training for faculty and staff.

The Grants Pre-Award Administrator has primary responsibility for developing and submitting federal, state and local grant proposals for all academic and nonacademic units, centers, institutes and outreach programs. This is not a remote position and requires physical presence on campus as determined by the Supervisor. *This position requires some travel a flexible schedule including evening and weekend hours.*

Qualifications: Bachelor's degree from an accredited college and minimum of two years of professional experience with the preparation of research proposals, budgets and reports in educational, non-profit or government settings is required. A Master's degree in a related field may be substituted for one year of the required experience. Candidate must have excellent oral and written communication skills and advanced personal computer and related software skills, e.g. word processing, spreadsheets, database, data query, Internet and research administration. Preferred qualifications include: Certified Research Administrator (CRA) or Certified Pre-Award Research Administrator (CPRA) certification; familiarity with federal and state regulations that pertain to public/private funding sources and higher education; and familiarity with Pivot, Foundation Directory Online and/or other similar funding databases.

Candidacy review begins immediately and continues until appointment is made. Please submit your cover letter, resume/CV and contact information for three professional references. Official transcripts are required prior to the starting date of employment.

Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Contact Information

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

Contact



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