

Pre-Award Research Administrator I - OVPR Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=243394>

Downloaded On: Nov. 21, 2024 10:09am

Posted Aug. 20, 2024, set to expire Jan. 2, 2025

Job Title	Pre-Award Research Administrator I - OVPR
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Grant Writer/Technical Writer Finance/Investment Management
Job Website	https://jobs.tufts.edu/jobs/20866?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of the Vice Provost of Research (OVPR) at Tufts University provides the key services necessary to deliver exceptional results in research. The Central Pre-Award is a function overseen by [Research Administration & Development](#) and provides mandatory review, approval and submission for sponsored funding.

What You'll Do

You will work with faculty members to help them obtain the funding they need to make ground-breaking research happen. Your partnership will be instrumental to the researchers you support. A career in Research Administration might be right for you if you love to solve problems in creative ways,

Pre-Award Research Administrator I - OVPR Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=243394>

Downloaded On: Nov. 21, 2024 10:09am

Posted Aug. 20, 2024, set to expire Jan. 2, 2025

communicate well, are detail-oriented and motivated by deadlines.

The Pre-Award Research Administrator I works under general supervision to administer a standard portfolio of sponsored subawards and amendments.

Responsibilities include:

- Reviews subaward determinations for outgoing subcontracts and conducts risk assessments for new and continuing subawards
- Prepares subcontract agreements and amendments using standard templates and terms
- Facilitates negotiation of subawards with standard terms and conditions (under supervision)
- Prepares documentation for non-fiscal post-award services concerning subrecipient monitoring, subaward amendments and interpretation of terms and conditions
- Acts as resource to principal investigators and department research administrators by responding to inquiries and providing guidance and policy resources
- Assists with ad-hoc report requests, as needed
- Develops and maintains expertise in research administration

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a bachelors degree and experience related to research administration
- Proficient with MS Office applications (Outlook, Word, Excel, PowerPoint) and internet
- Knowledge of funding agencies and their programs

Preferred Qualifications:

- Understanding of regulations that govern federal research funding and related areas of regulatory compliance
- Previous exposure to grants
- Proficient with electronic subcontracts and management systems (i.e., FFATA Subaward Reporting System, eSRS Small Business Subcontracting Reporting system, etc.) or ability to learn these and other applicable systems

Pay Range



Pre-Award Research Administrator I - OVPR Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=243394>

Downloaded On: Nov. 21, 2024 10:09am

Posted Aug. 20, 2024, set to expire Jan. 2, 2025

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

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

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

Contact