

Research Administrator II - Friedman School of Nutrition Tufts University

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Posted Oct. 31, 2024, set to expire Mar. 15, 2025

Job Title	Research Administrator II - Friedman School of Nutrition
Department	Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 31, 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/21065?lang=en-us&iis=Job+Board&iisn=AcademicKeys

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Job Description

Overview

The Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy is dedicated to passionately advancing nutritional well-being for people worldwide through excellence in research and teaching and the shaping of public policy. As the only graduate school of nutrition in North America, the [Friedman School of](#)

[Nutrition Science and Policy](#) provides cutting-edge research and education from individuals to food systems, and from genetics to policy. Read about our pledge to [diversity and inclusion](#), celebrate our [wins](#) with us, and look at our [goals](#). You'll be joining a leading institution for evidence-based nutrition education, research, and public impact.

The Research Administration unit at the Friedman School of Nutrition Science and Policy is responsible for the full life cycle of quality research administration ranging from proposal development to post award administration, award close-out and award compliance. The

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services and resources provided by the unit are geared toward the needs of the research community as well as the requirements of laws and regulations that govern research.

The Research Administration unit maintains close working relationships with the Office of the Vice Provost for Research to keep abreast of policies and systems, and ultimately to create and support an environment that promotes research.

What You'll Do

Under moderate supervision, The Research Administrator is responsible for administering a portfolio of broad and moderately complex sponsored awards. Utilizing considerable knowledge of research administration and academic area, the Research Administrator:

- Works with faculty to develop sponsored proposals and to manage post-award compliance activities.
- Serves as resource to junior level research administration staff.
- May assist school management with other assigned program operation functions.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a Bachelors degree and 3 years experience
- Knowledge of funding agencies and their programs
- Understanding of regulations that govern federal research funding and related areas of regulatory compliance
- Proficient with MS Office applications (Outlook, Word, Excel, PowerPoint) 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

Pay Range

Minimum \$64,550.00, Midpoint \$80,700.00, Maximum \$96,850.00

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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Contact

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