

Research Administrator II - School of Arts and Sciences Tufts University

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

Job Title	Research Administrator II - School of Arts and Sciences
Department	
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/21058?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Arts and Sciences Research Administration provides assistance in proposal development, submission, and post-award management. This office coordinates strategic planning and implementation for research in the School of Arts and Sciences. This office is responsible for research development and facilitation at the school and plays a key role in coordinating large, collaborative grants (across the school, University, and/or multiple institutions) and in fostering a culture that facilitates the acquisition of extramural support for research.

What You'll Do

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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 by a Bachelor's Degree and 3-5 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

Special Work Schedule Requirements:

May be required to attend meetings in various campus locations.

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

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

Contact



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