

**Research Administrator II
Tufts University**

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Posted May 19, 2025, set to expire Dec. 31, 2025

Job Title	Research Administrator II
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	May 19, 2025
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/21910?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Research is at the heart of the engineering program at Tufts. The research community in the Tufts School of Engineering demonstrates a passion for innovation through integration of diverse ideas within a vibrant interdisciplinary environment. State-of-the-art collaborative laboratory facilities, world-renowned faculty members, and a highly collaborative environment result in rigorous and cutting-edge programs with the added flexibility for interdisciplinary initiatives afforded by the relatively small size coupled with the significant academic diversity of Tufts University. The School of Engineering strives for preeminence in its research and educational programs.

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What You'll Do

Under moderate supervision, responsible for administering portfolio of broad and moderately complex sponsored awards. Utilizing considerable knowledge of research administration and academic area, 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.

Essential Functions

- Reviews funding proposal opportunity announcement or request for grant proposal to gain understanding of requirements, submission process and sponsor guidelines. Using the Research Administration System, prepares business components of grant application, prepares and routes proposal for internal approval, and prepares, reviews and submits subcontractor and other documentation to Office of Pre-Award Research Administration for final review and submission to sponsor.
- Responsible for preparing proposal's categorized budget and budget justification, confirming the accuracy of costs. Verifies that the correct facilities and administrative cost rate is applied. Identifies, obtains approval and ensures proper, documented cost share for proposal submission.
- Once grant has been awarded, revises categorized budget as necessary. Provides information for appointment of individuals in compliance with grant provisions. Identifies need for advance accounts and no-cost extensions and takes responsibility for completing required internal documentation.
- Monitors award budget and reports internally on spending, etc. Reviews contracts and subcontracted procurement and financial transactions. Works with Principal Investigator (PI), school, department and central administration to determine allowable and allocable project charges. Develops burn-rate analysis and budget projections in the Axiom budget system as needed.
- Serves as general resource to junior level research administration staff in department and resource on electronic systems (Research Administration System and Axiom). May provide formal and informal training. Participates in training events sponsored by the Office of the Vice Provost for Research (OVPR).
- May assist school management with other assigned program operation function

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

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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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