

Senior Research Administrator
Tufts University

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Posted Sep. 18, 2025, set to expire Jan. 31, 2026

Job Title	Senior Research Administrator
Department	Research Administration
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Grant Writer/Technical Writer
Job Website	https://jobs.tufts.edu/jobs/22362?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Research Administration at Tufts University provides pre- and post-award support, compliance oversight, and strategic guidance to help investigators secure and manage sponsored funding. These services are primarily delivered through the Office of the Vice Provost for Research (OVPR) and its Research Administration & Development (RAD) team. OVPR also oversees research compliance, intellectual property management, and research integrity, while fostering collaboration across schools, departments, and Tufts Medical Center. Together, OVPR and RAD promote a supportive, compliant, and innovative research environment that advances Tufts' mission of discovery and impact.

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What You'll Do

Under minimal supervision and with extensive latitude for the use of initiative and independent judgment, the Senior Research Administrator will provide research administration pre- and post-award support to investigators at the department/school and/or central level across Tufts University. Assignments will be determined by the assessment of the university's needs and may change during the term of the appointment. The position supports investigators in proposal development and preparation and in post-award management as outlined in detail below. The incumbent is expected to be a content expert and to provide competent advice to investigators and staff in interpreting sponsor rules and regulations. Duties will also include mentoring junior research administration personnel, assisting investigators and staff in navigating research administration tools and systems, proactively identifying, proposing solutions, and working towards the resolution of complex matters.

Responsibilities include:

- Reviews funding opportunity announcements or requests for proposals to understand requirements, submission processes, and sponsor guidelines.
- Prepares business components of grant applications using the Research Administration System; routes proposals for internal approval; and submits subcontractor and other documentation to the central Pre-Award office for final review and submission to the sponsor.
- Prepares categorized budgets and budget justifications; confirms accuracy of costs; verifies correct facilities and administration cost rates; and identifies, obtains approval for, and documents cost share for proposal submission.
- Once a grant is awarded, revises budgets as needed; provides information for appointments in compliance with grant provisions; and identifies needs for advance accounts and no-cost extensions, completing required internal documentation.
- Monitors award budgets and reports on spending; reviews contracts and subcontracted procurement and financial transactions; collaborates with PIs, departments, and central administration to determine allowable and allocable charges; and develops burn-rate analyses and budget projections in Axiom as needed.
- Works collaboratively with other research administrators, pre- and post-award offices, the OVPR, and the Corporate and Foundation Office to ensure consistent interpretation of regulations, internal policies, and sponsor terms and conditions.
- Provides support for modifications, budget reallocations, and extensions of award end dates.

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- Mentors department research administrators and junior staff on research administration and compliance issues; develops deep expertise in research administration; serves as a resource to investigators and local administrators; and promotes multidisciplinary research.
- Contributes to training, onboarding, and broader research administration initiatives at Tufts.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's degree or equivalent experience
- 5+ years of research administration experience ? Knowledge of funding agencies and their programs
- Knowledge of regulations that govern federal research funding and related areas of regulatory compliance
- Demonstrated organizational and leadership skills ? Excellent prioritization skills, strong analytical, problem-solving and decision-making skills
- Strong interpersonal skills and ability to work in collegial, supportive manner with faculty and staff
- Excellent communication skills, both written and oral
- Demonstrated ability to manage multiple assignments with tight, concurrent deadlines and with frequent interruptions
- 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.) and experience with enterprise research administration systems

Preferred Qualifications:

- Designation as a Certified Research Administrator (CRA), Certified Pre-Award Research Administrator (CPRA), or Certified Financial Research Administrator (CFRA)
- Experience with Quali Coeus

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Pay Range

Minimum \$79,600.00, Midpoint \$99,600.00, Maximum \$119,500.00

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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