

Subaward Coordinator I, Sponsored Projects Services
University at Buffalo, The State University of New York

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Posted Oct. 18, 2023, set to expire Aug. 4, 2024

Job Title	Subaward Coordinator I, Sponsored Projects Services
Department	Sponsored Projects Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 18, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Institutional Advancement
Job Website	https://www.ubjobs.buffalo.edu/postings/45930
Apply By Email	
Job Description	

Sponsored Projects Services (SPS), within the Office of the Vice President for **Research and Economic Development** (VPRED), provides leadership in grants and contracts administration from proposal development through award closeout, working closely with UB faculty to oversee the submission of research proposals and ensure the responsible stewardship of funding received. SPS strives to offer high quality customer service and maintain a friendly atmosphere.

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SPS is seeking a dynamic **Subaward Coordinator** who will work closely with a collaborative tight knit unit of Subaward Coordinators, Agreement Administrators, and SPS directors to administer subaward agreements. Ideal candidates will also use their skills to ensure that subaward invoices are fully compliant with the subaward agreement's terms and conditions and for any project-specific requirements. In this role you will be learning policies and procedures to ensure compliance, working with faculty and departmental staff to gather pertinent information. You will serve as the subject matter expert on subaward activity.

You should be highly organized, proactive, detail oriented and be able to multi-task with ease in a fast-paced environment. Specific duties will vary based on current needs and activity levels; however, examples of core responsibilities include, but are not limited to:

- Initiate procurement process for Purchase Orders to be generated for Subaward agreement invoicing purposes.
- Analyze and approve expenditure activity as represented on subaward invoices to ensure compliance with all applicable regulations.
- Coordinate endorsement from UB Principal Investigators for invoices to be approved for processing, based on scientific progress and performance of the subaward.
- Monitor and assist in managing subaward agreement activity for billing frequency and final closeout.
- Process outgoing subawards/subaward modifications from grants and cooperative agreements.

This position may be considered for a Hybrid work arrangement. You will also have the opportunity to develop skills and gain knowledge through professional development webinars.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

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The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact

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