

Research Administration Coordinator - Entry-level Tufts University

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Posted Jan. 15, 2024, set to expire Dec. 31, 2024

Job Title	Research Administration Coordinator - Entry-level
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://jobs.tufts.edu/jobs/20060?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Consider a career in Research Administration at Tufts University!

This position sits in Research Administration & Development (RAD) helps investigators to pursue their research and scholarship goals, providing expertise and support throughout the Award Lifecycle.

What exactly is Research Administration?

Research Administration makes research possible. Working directly with faculty and other researchers, research administrators support the business aspects of grants and contracts that provide sponsored

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funding for research and scholarship.

At Tufts we have three types of research administrators: Central Pre-Award, Central Post-Award, and Local Research Administrators. Each area has a job family with a clear ladder for career progression, with each step up bringing added responsibility and pay increases.

This position provides a great entry-level early career opportunity to launch your career in research administration!

What You'll Do

This entry level research administration position supports both Research Administration & Development (RAD) and the research community at Tufts. The research administration coordinator will perform basic administrative support functions related to proposal review and submission, as well as electronic record keeping and paperwork distribution. You will learn aspects and the process of research administration.

Responsibilities include:

- Reviews funding proposal opportunity announcement or request for grant proposal to gain understanding of requirements and provides Principal Investigator (PI) with application completion checklist
- Assists with preparation of standard business components of grant application and prepares internal approval documents
- Using the Research Administration System (RAS), routes proposal to the Office of Research Administration and monitors workflow
- Assists PI in preparing responses to sponsor requests such as revised budget and other support request information
- Once grant is awarded, assists PI with making revisions to categorized budget, provides information for appointment of individuals in compliance with grant provisions, monitoring budget, processing financial transactions and monitoring/processing subcontractor awards and invoices
- Assists PI with grant award reporting and close-out documentation
- Providing guidance to faculty on standard operating procedures and assists as needed with proposal preparation issues
- Interfaces with appropriate Tufts offices and sponsor agency help desks to resolve technical issues related to proposal submission or award management

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- Maintains paper files and electronic records
- Organizes meetings to discuss sponsored portfolios, keeps notes of the meetings and ensures follow up
- Assists school with other assigned support functions

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of an Associate's degree or equivalent
- 0 to 2 years of work experience
- Demonstrated organizational skills with detail orientation and prioritization skill
- Strong interpersonal skills and communication skills (both written and oral)
- Demonstrated ability to handle multiple assignments with concurrent deadlines and frequent interruptions
- Proficient with MS Office applications (Outlook, Word, Excel, PowerPoint)
- Motivated, self-starter

Preferred Qualifications:

- Some exposure to funding agencies and their programs
- Exposure to electronic grants management systems (i.e., grants.gov, NIH eRA Commons, NSF Fastlane, ProposalCentral, etc.) is a plus, or ability to learn these and other applicable systems

Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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Contact Information

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

Contact

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