

Allegheny-Singer Research Institute  
320 E. North Avenue  
Pittsburgh, PA 15212

### **Grants Specialist**

Posted: September 11, 2004

Position Starts: January 1, 2005

Experience and training will be considered in salary placement.

Annual Salary for Job Grade Starts at \$31,220

A full benefits package which includes: paid sick and vacation leave; 9 paid holidays; medical, dental, life and disability insurance package for employees and dependents; retirement; tuition discount; and optional supplemental retirement accounts.

#### **POSITION SUMMARY**

The function of this position is to develop and co-ordinate pre-award and post-award non-financial activities for proposals submitted to federal and non-federal sources resulting in award documents including grants, contracts, federal clinical trials, external agreements and intramural grants. The Office of Grants and Contracts also comprises the Office of Technology Development and Transfer and serves the departments/divisions of ASRI, AGH and any other WPAHS investigator.

#### **QUALIFICATIONS**

Bachelor's degree or equivalent combination of education and experience; demonstrated in-depth knowledge of regulations for federal agencies and major national organizations/foundations; familiarity with e-commerce, spreadsheets, database management; excellent oral and written communication skills; effective interpersonal skills; strong attention to detail; must be able to work under deadline pressure.

#### **DESIRED QUALIFICATIONS**

Bachelor's degree with emphasis in Business, Healthcare or Public Administration; minimum of five (5) years experience in grants management/research administration; demonstrated expertise in use of spreadsheets and database management; experience with development and management of intellectual property and technology transfer;

#### **ESSENTIAL FUNCTIONS**

- Generates sponsored research agreements, subcontracts, consulting agreements, purchased services agreements, tech transfer agreements and any other agreement under the terms and conditions of the grant award.
- Co-ordinates the grant submission process. Provides information and assistance in all aspects of proposal preparation, including budget development and review, formatting and adherence to all internal and external guidelines, regulatory requirements and policies.
- Serves as a resource to faculty for potential funding opportunities, questions on grants administration, regulatory compliance, ASRI policies, and any other area relating to the grant submission and administrative process.
- Ensures compliance with clinical trial billing/reimbursement process
- Maintains departmental databases. Keeps current with procedures and guidelines with electronic submission of grant proposals.

## KNOWLEDGE, SKILLS AND ABILITIES

- Strong proficiency in computer word processing, spreadsheet and database skills.
- Ability to successfully and routinely perform complex grant and contract support work under deadline.
- Strong organizational and prioritization skills.
- Strong collaborative and interpersonal communications skills; very strong customer service skills.
- Skills in record keeping, file and database management.
- Strong written communications skills.
- Ability to interpret, explain and apply complex regulations, policies and procedures.
- Ability to work independently with minimal direction.
- Ability to work occasional weekends and evenings when required to meet grant submission deadlines.

Allegheny-Singer Research Institute (ASRI) is a non-profit, independent research institute and a member of the West Penn Allegheny Health System (WPAHS). ASRI is the research component of Allegheny General Hospital (AGH), responsible for managing and conducting clinical and basic research. ASRI manages the sponsored awards made to AGH and its related entities.

About the West Penn Allegheny Health System...The newly affiliated institutions in West Penn Allegheny Health System serve Pittsburgh and the surrounding five-state area, and account for 20 percent of the market share for patient care in the region. With more than 2,253 beds and 11,104 employees, the affiliated hospitals provide adult and pediatric clinical services for more than 81,000 inpatient and nearly 870,000 outpatient visits each year. Combined, the hospitals have more than 40 percent of the regional tertiary-care referrals, perform 32 percent of Allegheny County's total surgeries and cardiac surgeries, and 37 percent of the total cardiac catheterizations, and deliver almost 30 percent of the total newborns.

To apply online: <http://www.wpahs.appone.com/search.asp>  
or, send cover letter and resume to: [joestrei@wpahs.org](mailto:joestrei@wpahs.org) - Fax Number: 412-359-8443

or mail to:

Joe Oestreicher, Human Resources  
Allegheny General Hospital  
12<sup>th</sup> Floor, South Tower  
320 E. North Avenue  
Pittsburgh, PA 15212