

# Pre-award/Sponsored Programs Opportunity

Cincinnati Children's Hospital Medical Center (CCHMC) is recruiting for **two positions** in the Sponsored Programs Office. Each position will be filled at one of the levels listed below, based on the qualifications of the successful candidate. It is anticipated that one position will have a predominant focus on the electronic research administration activities of the organization.

Both positions will have pre-award operational responsibilities. This includes coordinating account setup and project close-out with Research Accounting and Division administrators, interacting with sponsors on award management issues, and assisting investigators and division administrators with proposal budget preparation, and award management. All levels of the positions require familiarity with general accounting practices and a working knowledge of spreadsheet, database, and word processing applications. Attention to detail, good communication skills, and the ability to learn, interpret, and apply sponsor regulations is essential. PeopleSoft experience a plus.

## Specialist

Bachelor's degree, and 1-2 years experience in grants administration or related accounting/finance experience; **or**, Associates degree in Accounting, Business, Finance or equivalent, with a minimum of 3 years grants administration experience.

## Senior Specialist

Bachelor's degree in Accounting, Business, Finance, or equivalent, and 2-3 years experience in grants administration and/or project management; **or** equivalent related education and experience, preferably in an academic or research institution.

## Analyst

Bachelor's degree in Accounting, Business, Finance, or related field, and 3-5 years grants administration and complex project management experience. Master's degree preferred. Requires a high level of organizational and workflow skills and demonstrated ability to work well independently

CCHMC is dedicated to being the leader in improving child health. External funding of research has grown to over \$125,000,000 annually. CCHMC is currently ranked 3<sup>rd</sup> among children's hospitals in NIH funding. CCHMC offers a competitive salary and comprehensive benefits package. For general information about this position, please contact Peter C. Koch, MBA, Assistant Vice President, Sponsored Programs and Research Accounting, (513) 636-4583 or e-mail: [Peter.Koch@cchmc.org](mailto:Peter.Koch@cchmc.org). Qualified candidates can apply online via our "Career Center," please visit [www.cincinnatichildrens.org](http://www.cincinnatichildrens.org) and attach your resume to this position (posted under the "Professional" category.)

EOE/AA

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