



The George Washington University, the largest institution of higher education in the D.C. area, is seeking a Manager, Post Award Services (Award Manager). The Manager will serve as a senior administrator of the Office of the Chief Research Officer (OCRO) reporting to the Managing Director, Research Support and Analysis (MDRSA). Responsibilities include providing expertise and consultation to principal investigators, departmental representatives and other OCRO employees; negotiating and resolving fiscal and programmatic requests with Federal agencies and other sponsors; reviewing all post-award subcontract agreements, service and consultant agreements and subsequent modifications for the MDRSA's approval and working with Grant & Contract Accounting Services to coordinate award set-up, ensure compliance with financial reporting and coordinate award close-out.

Applicants must have a Bachelor's degree in Accounting, Finance or Business Management and a minimum of five years of progressive management experience in a higher education research administration environment. Wide-ranging experience in Federal and non-Federal sponsored research in an academic environment is preferred; proven ability to work effectively in a team environment and demonstrated willingness to learn and share new ideas is necessary; strong leadership, organizational, supervisory, communication, presentation and customer service skills are necessary as well as familiarity with computer-oriented applications and technology.

GWU offers extremely competitive salaries and benefits. We offer a comprehensive compensation package that includes health insurance, a retirement plan and tuition benefits for an employee, their spouse or same sex domestic partner and dependent children. To apply, reference requisition #R16317 and submit a resume online via the Staff Employment Opportunities Search found at <http://www.gwu.edu/~hrs/eo> or submit a resume to Hal Gollos, Managing Director, Research Support and Analysis, 2121 I (eye) Street, NW, Suite 601, Washington, DC 20052.