

POSITION DESCRIPTION

Position Title:	Assistant Director, Post Award	FLSA Status:	<i>Assigned by HR</i>
Department:	Office of Sponsored Programs	Date Created:	06/20/2008
Reports To:	Director, Office of Sponsored Programs	Date Revised:	NA
		Date Reviewed:	

General Summary of Position Responsibility:

Reports to the Director, Office of Sponsored Programs and is responsible for providing project management assistance including post-award grant management, maintenance of awards database, conducting budget review, managing subcontract process for the Office of Sponsored Programs, managing the information dissemination process and assisting the Director, OSP with other post award activities and general department administration.

Essential Job Functions:

1. Assist Principal Investigators in managing external grants and contracts, planning and carrying out research programs and goals to assure compatibility with available resources.
2. Coordinate routing administrative aspects of all research programs with principal investigators.
3. Carries out administrative policies, procedures and direction of Director, OSP, Chief Administrative Director, the Director and President, Children's Memorial Research Center (CMRC) and the CMRC Board of Directors regarding allocation and utilization of CMRC resources.
4. Implements and interprets research and financial policies and procedures for externally funded research projects.
5. Assists in maintaining the current and historical computerized database in the OSP Office.
6. Monitors compliance to the requirements of the award documents and the policies and procedures of the sponsoring agencies, CMRC and the Children's Memorial Medical Center.
7. Assists in the development and management of all subcontracts that are required on sponsored projects. This includes the development of the subcontract documentation to subcontract institutions and maintaining a computerized database to track subcontract status, maintaining subcontract budgets and payments to date and trouble shooting payment issues as well as coordinating signatures with principal investigators.
8. Coordinate post-award tasks assigned to a Senior Administrative Assistants
9. Responsible for closing out awards which end dates have passed. This includes reviewing award documentation to ensure that sponsor requirements have been satisfied, payments have been received and all financial issues have been resolved. This includes assisting CMH fund accounting with issues/questions as they relate to closing funds.
10. Assist Director with extracting information for the Lawson Accounting system. This includes assisting Principal Investigators and their staff with questions as they related to sponsored funds.
11. Responsible for processing awards to CMH fund accounting for awards set up. This includes reviewing contract language, ensuring accurate information on CMRC routing form and noting special requirements of awards.
12. Assist Principal Investigators and staff with financial analysis as needed.

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Knowledge, Skills and Abilities:

1. A level of knowledge normally acquired through the completion of a Bachelor's Degree or equivalent experience in research administration.
2. One to three years of progressively responsible experience in post award research administration.
3. Experience in accounting systems and standard accounting practices.
4. Ability to establish priorities and react promptly to a large number of requests and needs.

Working Conditions:

1. Normal office environment. Minimal likelihood of occupational exposure to pathogens during the performance of assigned duties.

General Understanding and Nature of the Position Description

In accordance with the Americans with Disabilities Act, the above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

6/20/2008

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