

## Job Description

Job Title: Research Administrator

Job ID: 9999999999999999

Location: Tallahassee, FL

Full/Part Time: Full-Time

Regular/Temporary: Regular

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### Department

Office of Research at the College of Education

### Salary Range

Salary is negotiable. Minimum is \$50,000 with salary commensurate with education level and experience.

### Qualifications

The successful candidate must possess a master's degree and at least 5 years of relevant experience (or if bachelor's, a minimum of 10 years of relevant experience). He or she must have outstanding people skills, that is, the ability to communicate well both verbally and in writing with a broad spectrum of people, from faculty members to staff and administrators at all levels across campus. In addition, he or she must be able to work independently, reconcile differing viewpoints, meet deadlines, adjust to changing priorities, and provide effective supervision and leadership.

### Preferred

Desirable qualities include knowledge of or experience in the full range of sponsored research administration activities, including proposal and budget preparation, contract negotiations, post-award administration, contracting and subcontracting. Knowledge of state, federal, and sponsoring agencies rules is also desirable, as is proficiency with electronic data base systems that may be used for tracking and managing research activities.

### Other Information

The College of Education seeks to fill a critical position in its research office with a talented individual who has strong analytical, communication, and supervisory skills. The Research Administrator position is responsible for managing the Office of Research, which is a college-wide function within the dean's office for supporting faculty in seeking, applying for, and administering external funding. The Research Administrator reports to the Associate Dean for Research and implements various policies related to grants management. The Research Administrator supervises staff responsible for pre-award and post-award activities, accounting and reconciliation, purchasing and travel, as well as compliance with all federal and state regulations. The Research Administrator also serves as liaison to the university offices of Sponsored Research Services and Sponsored Research Accounting Services.

#### Contact Info

Kelly Conner  
College of Education  
kconner@fsu.edu

#### How To Apply

If qualified and interested in a specific vacancy as advertised, apply to Florida State University at <https://jobs.fsu.edu>.

Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details (if applicable) even if attaching a resume.

#### Equal Employment Opportunity

An Equal Opportunity/Access/Affirmative Action Employer

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