

# Northeastern University

## Sr. Grant Officer

Department: Office of Research Administration and Finance  
Location: Boston Main Campus  
Requisition Number: 113404  
Position Number: 00030131  
Full/Part Time: Full-Time  
Grade: 11  
Date Posted: 09/08/2010  
Comment:

### Responsibilities

[Northeastern University Employee Benefits](#)

The Senior Grants Officer serves as the pre-award contact within the Office of Research Administration and Finance (ORAF) for the faculty, department staff and sponsors. The Sr. GO provides coordination between ORAF's clients and ORAF's services. Responsibilities include: Review of proposals to a wide range of federal, state, local government agencies, and private foundations sponsors prior to signature/release by authorized organizational representative to ensure that proposals are submitted accurately and in a timely manner. Negotiate awards on behalf of the university, university legal counsel, Office of Institutional Compliance, and other offices as needed. Provide non-financial post-award administration. Advise and assist researchers and administrative personnel on the proposal submission process including guidance on regulations, agency requirements, internal policies and procedures, and budget development.

### Qualifications

Knowledge of government grant regulations, agency policies, and university policies and procedures a plus. Experience with Grants.Gov, NSF Fastlane, NIH Commons preferred. Prior experience with government contracts and FAR a plus. Excellent written and verbal communication skills required. Must effectively manage multiple priorities in a fast-paced, time sensitive environment. Must have a strong commitment to providing professional, timely, and courteous service to the university research community.

### Additional Information

Five years pre-award experience in a university or hospital setting required. Bachelor's degree required or commensurate combination of education and experience.

### Internal Posting Requirement

This position will be posted internally for ten days, until September 18, 2010.

### Equal Employment Opportunity

Northeastern University is an Equal Opportunity, Affirmative Action Educational Institution and Employer, Title IX University. Northeastern University particularly welcomes applications from minorities, women and persons with disabilities. Northeastern University is an E-Verify Employer.

### How To Apply

If applying from the Careers@Northeastern site:

1. Click on the 'Add to My Positions' button;
2. Click on the 'View My Positions' button;
3. Click on the 'Apply for Positions' button;
4. Follow the instructions on how to complete 'The Application Process'.

If applying from an external job site:

1. Copy the following URL and paste it into a new browser window:

[https://psoft.neu.edu/psc/neuhrprdpub/EMPLOYEE/HRMS/c/NEU\\_HR.NEU\\_JOBS.GBL](https://psoft.neu.edu/psc/neuhrprdpub/EMPLOYEE/HRMS/c/NEU_HR.NEU_JOBS.GBL)

2. Find the position(s) you are interested in applying for and follow the instructions available on the Careers@Northeastern site.

Internal Applicants, [click here](#) to apply (current benefits-eligible employees only).

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If you need assistance or experience technical difficulties, please contact the HR/Payroll Service Center at 617-373-2230.