View Job Posting Summary - Pre-Award Assistant Director

Posting Details

POSITION INFORMATION:	
Job Title	Pre-Award Assistant Director
Position Number	S96296
Job Description (note: if you prefer to have a Recruiting Consultant draft this posting, please identify in this area and submit PD via fax or email to Recruiting & Employment)	The Pre-Award Assistant Director works with Notre Dame faculty, postdoctoral scholars and administrators to develop, prepare, review, approve, and submit budgets and research proposals to government and non government research sponsors to fund University research and/or training. This position is also responsible for training faculty in proposal development, budget development, sponsor requirements and terms and conditions of the project. This position is the interface between Notre Dame faculty and administration and all external research funding sources. Specific duties include the following: - Assist with management and development of research proposals totaling over $450 million. Develop, review and approve research proposals for submission to external sponsors - Responsible for ensuring compliance with sponsoring agencies and University policies and procedures and acts for the University when contracting with another institution - Provides and coordinates pre-award training workshops
Minimum Qualifications	Master's degree or the equivalent combination of experience (5 to 7 years) and education is required. Experience with: - Federal, non-federal, foundation and industrial proposal development, review and submission - Grant administration including preparation, review and submission of proposals through sponsoring agency eRA systems, (i.e NSF FastLane, NIH Commons, Grants.gov, FedConnect, NSPIRES, etc.) - Knowledge of federal regulations governing proposal and award administration - Office productivity software including Word and Excel - A central research administration office in an academic environment Must have the ability to: - Multi-task, be organized, be able to be flexible and re-prioritize tasks as needed. Must have excellent project management skills. - Manage multiple proposal projects simultaneously - Work independently and in team environment. - Interface effectively with multiple faculty and staff on issues within the area of sponsored research. - Understand and explain the great variety of research and

	instructional programs underway in the University. - Handle large volumes of daily recurring issues and questions from faculty/staff requesting advice and guidance. - Communicate with members of sponsoring agencies, vendor, faculty and other University staff in a cooperative, but fully responsible manner. Must have strong writing skills and an ability to compose official letters in an eloquent manner. - Work under the stress and pressure of imminent internal/external deadlines in a calm, efficient, confident manner.
Preferred Qualifications	Certified Research Administrator is preferred.
Supplemental Questions Please propose any job-related questions you would like to ask all applicants to this job posting.	1. Are you a regular full or part-time employee of the University of Notre Dame? 2. What is the highest level of education that you have attained? 3. Are you a Certified Research Administrator that has met the requirements of the Research Administrators Certification Council? 4. If you have obtained the status of a Certified Research Administrator through the Research Administrators Certification Council please provide your certification number below. 5. How many years of experience do you have in higher education research administration? 6. Have you prepared research proposals using Grants.gov, NSF Fastlane and NIH eRA Commons? 7. Have you reviewed proposals using Grants.gov, NSF Fastlane and NIH eRA Commons? 8. Have you submitted proposals using Grants.gov, NSF Fastlane and NIH eRA Commons? 9. Are you able to develop a proposal budget using Microsoft Excel software? 10. Describe your level of experience with Microsoft Office software packages (Word, Excel, PowerPoint, Access).
Division	Research
Department	OFRES:Office Research
Department Website: *Required for Staff Positions Only*	http://or.nd.edu/
Is this a New Position, Re-Classification, or Replacement?	Replacement
If it is a replacement, please list incumbent's name:	Position formerly held by Barry Gregory
Family: *Required for Staff Positions Only*	Academic Affairs
Sub-Family: *Required for Staff Positions Only*	Grant Admin/Proposals
Career Stream/Level: *Required for Staff Positions Only*	EIC 2 Professional
Department Hiring Pay Range Market Reference Ranges	$45,619 - $60,823