

Job Title: **Grants Management Specialist**

Employment Status: **Full Time**

Laboratory / Department: **Sponsored Research and Program Development**

Department Description: Sponsored Research and Program Development oversees the pre-award and non-financial post-award administration, compliance, and documentation of sponsored programs for The Rockefeller University, and works towards furthering the University's research enterprise

Detailed Description: Will perform pre-award and non-financial post-award research administration and support world-class investigators and their laboratories in seeking, pursuing, and managing research funding. Will partner with pioneering researchers and their staff, preparing budgets, verifying compliance and contractual issues, reviewing applications, monitoring and informing faculty of pertinent requirements, regulations, and laws, and routinely interacting with University departments, investigators and granting agencies. Other responsibilities will include staying informed about evolving federal policies, guidelines and sponsors' requirements; interpreting and advising on policies and regulations based upon detailed review of sponsor and institutional policies, procedures and award terms and conditions; supporting preparation of reports for timely submission; and guiding and assisting with electronic submissions. Other projects will be assigned as needed in support of SR-PD operations and continued development.

Job Requirements: Bachelor's degree required and a Research Administrator certification (CRA) or comparable certificate preferred. Experience in biomedical research administration, business and accounting, and in particular, experience with federal funding, such as from the NIH, is highly desirable. Fluency in InfoEd research administration applications is a plus. Must have excellent attention to detail, a professional attitude and conduct, and excellent interpersonal, organizational, oral and written communication skills. Must be proficient in routine tools such as MS Word and Excel and able to interact successfully and work in a team-building environment with a wide range of professional and other constituents.

We offer a competitive salary, comprehensive benefits, and tuition reimbursement. AA/VEVRAA/EOE.

To apply

- Go to <http://www.rockefeller.edu/>
- Click on Employment in the Upper Right hand corner
- Click on Staff Opportunities
- Enter IRC10163 under Keywords; Click Search button at bottom

This position is available as soon as possible. If you have any questions at all please do not hesitate to contact SR-PD Director, Gila Budescu either by phone (212-327-8054 or 212-327-7791) or by [email](#).