

Job Title Sponsored Research Technical Specialist

Department [Sponsored Research and Program Development](#) (SR-PD) works towards furthering the University's research enterprise. SR-PD oversees the sponsored research pre-award, non-financial post-award administration, and research development for The Rockefeller University.

Description The Rockefeller University, a leading biomedical research institute, is seeking a Sponsored Research Technical Specialist to support SR-PD staff and world-class investigators and their laboratories in pursuing and managing research funding. Specific duties include electronic submission support; InfoEd application administration and user support, including data integrity, processes, solutions, user training, interfacing with InfoEd, RU-IT, and super users elsewhere; working with central administration users, individual researchers and lab administrators; participating in InfoEd, Grants.gov and other relevant user meetings, webcasts, and learning forums and resources; enabling regular award analysis and reports using InfoEd and other databases; maintaining SR-PD hardware and software inventory and documentation; providing web support and editing related to InfoEd, electronic submission, and other SR-PD areas; investigating and reporting on emerging technologies, issues and solutions to improve submission and research administration processes. 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) is a plus. Technical support experience in electronic submissions to federal agencies, especially the knowledge of InfoEd and Grants.gov is required; knowledge of current electronic research administration concepts and practices is a must; must have exceptional attention to detail, a service approach, and professional conduct; must have excellent interpersonal, organizational, oral and written communication skills; the ability to communicate effectively and provide instruction to non-technical researchers and staff is essential. Must be able to interact successfully and work in a team-building environment with a wide range of professionals and other constituents. Proficiency in basic tools such as web editors, MS Word and Excel is required.

The Rockefeller University offers 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 Sponsored Research Technical Specialist in keywords

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