

Posting Title ASSOCIATE DIRECTOR, RESEARCH ADMINISTRATION - Office of the Vice Provost

Requisition Number 1113

Address 1

City Somerville

State/Province Massachusetts

Zip code 02144

The Office of the Vice Provost is responsible for pre-award and non-fiscal post-award administration of grants and contracts (through the Office of Research Administration), protection, management, and licensing of the University's intellectual property (through the Office for Technology Licensing and Industry Collaboration), oversight of the use of human subjects and laboratory animals in research, implementation of the University's policies on conflict of interest in research and misconduct in research and scholarship, and for working with other administrative offices to create an environment at the University that encourages and facilitates research. The Office strives to provide high quality services to the faculty and to increase the funding available to support research while protecting the University's interests and assuring that Tufts is in compliance with all relevant laws and regulations.

Job Description- Overview

The Associate Director, Research Administration will report to the Director, Research Administration. The Associate Director is responsible for reviewing federal and non-federal proposals for compliance with a sponsor's requirements and is authorized to negotiate and sign all agreements, grants, or contracts for sponsored projects in any amount. He/she provides post award service concerning budget reallocation or "no-cost-extensions". He/she provides high quality services to the faculty to maximize the probability of winning external research funding awards. The Associate Director will work in partnership with other administrators and faculty members to advance the research goals of the Medford/Somerville Campus. This includes pro-active outreach to faculty with the goal of increasing funding for research in those areas and facilitating multidisciplinary research between all three campuses.

Basic Requirements:

Job Description - Requirements

- Bachelor's degree and eight plus (8+) years of experience
- Experience working with Word, Adobe and Electronic Proposal Submissions
- Experience in pre-award grants and contracts administration in a University, hospital, or non-profit research setting, broad knowledge of funding agencies

and their programs, knowledge and understanding of the regulations that govern federal research funding and related areas of regulatory compliance

- Well developed organization, leadership and management skills
- Experience in negotiating contracts, ability to understand contract language and to negotiate changes in language as needed to protect the interests of the University
- Demonstrated ability to work in a collegial and helpful manner with faculty and administrative staff
- Excellent communication skills, both written and oral

Preferred Qualifications:

In addition to pre-award experience, post-award experience, a Certified Research Administrator is preferred, as is a relevant graduate level degree, and ten plus (10+) years of related experience

Special Work Schedule Requirements:

The base schedule is Monday - Friday, 35 hours. However, depending on the needs of the faculty, projects, proposals and other demands, there will be longer work hours and demands on weekends.

Tufts University is an AA/EO employer and actively seeks candidates from diverse backgrounds.