

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 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 duties, and will support world-class investigators and their laboratories in pursuing, and managing research funding. Will partner with pioneering researchers and their staff, prepare budgets, verify compliance and contractual issues, review applications, monitor and inform faculty of pertinent requirements, regulations, and laws, and routinely interact with University departments, investigators and funders. Responsibilities 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. Will be assigned other projects as needed in support of SR-PD operations and continued development.

Job Requirements

Bachelor's degree required; Research Administrator certification (CRA), J.D., MBA, or comparable degree/certifications preferred. Experience in biomedical research administration, business, and accounting, and in particular, experience with federal funding, such as from the NIH, is highly desirable. Must be proactive, self-motivated, detail-oriented, and have a professional demeanor. Excellent interpersonal, organizational, oral and written communication skills, and an effective service approach are essential. The ability to interact successfully and work in a team-building environment with a wide range of professional and other constituents necessary. Fluency in InfoEd research administration applications a plus.

Additional Details

The Rockefeller University is an Equal Opportunity Employer with a policy that forbids discrimination in employment (which includes hiring, terms and conditions, promotion, and termination) on the basis of race, color, religion, sex, age, national origin, citizenship status, marital status, sexual orientation, military status, veteran status, or disability. The Administration has an Affirmative Action Program to increase the employment of women and members of protected classes in all areas of the University's activities.