

EMPLOYMENT OPPORTUNITY

POSITION: GRANTS & CONTRACTS ANALYST

BRI Job Code: 13-40

ABOUT BRI

The Benaroya Research Institute at Virginia Mason (BRI) is a center of scientific excellence in research and therapy of autoimmune diseases, such as diabetes, multiple sclerosis and arthritis, and promotes clinical and interdisciplinary research, particularly in cancer, neuroscience, and heart disease. BRI is a non-profit organization celebrating its 57th year as Washington State's oldest medical research institute with over 260 employees and a \$41 million budget for 2013.

BRI offers a competitive benefits package to eligible employees which includes medical, dental, vision, short and long term disability, life insurance, 403b Retirement Plan with matching funds after one year of employment, and three weeks of vacation. Benefit eligibility requirements vary. See the 2013 Benefits Summary on our website for a brief outline of the benefits available to staff at BRI.

RESPONSIBILITIES

The Grants and Contracts Department teams up with our world renowned scientists to help facilitate research awards. We provide cradle to grave support on all sponsored research, to minimize the administrative burden on our scientists and help them focus on what they do best: research.

We are seeking a driven, thorough and experienced individual with the ability to independently manage a large grant portfolio to join our growing team. The Analyst will support a research program as assigned, to provide comprehensive support and oversight to faculty and administrators for all stages of a sponsored project from pre-award to closeout. Each Analyst also develops a specialty as part of the Grants and Contracts Department, such as being the group liaison to one of the other institutional administrative groups. Additional duties and projects may be assigned. The Analyst will work independently with minimal supervision as well as exercise sound judgment within guidelines.

QUALIFICATIONS

Required qualifications: BA/BS in a related field (could be substituted with four years of related experience), strong spreadsheet and database skills, strong customer service skills, ability to work independently within a team, detail-oriented, with strong written and verbal communication skills.

Preferred qualifications: CRA (Certified Research Administrator), NIH grants experience including familiarity with OMB Circulars A-110, A-122 and A-133.

For more information or to apply visit
<https://careers-benaroyaresearch.icims.com/jobs/search>