



## **Award Research Administrator Office of Grant and Contract Administration**

The University of Massachusetts Amherst invites applications for an Award Research Administrator in the Office of Grant and Contract Administration (OGCA). The Award Research Administrator reviews, negotiates, and establishes grants, contracts, and cooperative agreements for research, instruction, and other public service funding received by the University from international, federal, state, and local government sponsors as well as private for-profit and not-for-profit sponsors, including business, industry, associations, and foundations; provides oversight of sponsored projects to minimize the University's compliance risk related to sponsored activities; and keeps abreast of new developments in federal regulations, policies, and procedures in order to serve as an up-to-date source of information and guidance for the research community.

*Minimum Qualifications:* Bachelor's degree in business administration or related field plus two years of experience in a business or administrative setting dealing with proposal/award review and administration (if above education and experience requirements are not met, combination of education and relevant experience to total six years is acceptable); extensive knowledge of compliance issues and federal regulations such as OMB Circulars A-110, A-21, A-133, and Cost Accounting Standards coupled with a thorough understanding of the various sponsoring agencies regulations; excellent presentation skills and ability to effectively coordinate and provide training and educational opportunities to the campus community; strong communication skills to effectively deal with conflicting views or issues and mediate fair solutions; well developed writing skills; ability to exercise diplomacy, establish effective working relationships, and maintain a high degree of professionalism when working with OGCA staff, University departments, other research administration departments, and sponsoring agencies; demonstrated experience and ability to work effectively with various computer systems and on-line submission portals required; demonstrated ability to work in a team under tight deadlines, and to take direction from team leader; and demonstrated ability to prioritize workload effectively. Previous experience directly negotiating contracts and/or grants is desirable; previous experience in an institution of higher education is desirable.

Hiring Salary Range: \$41,100 - \$51,500

Normal Starting Salary Range: \$41,100 - \$46,300

For exceptional candidates, consideration may be given for a salary of up to \$56,700. The University also offers an attractive benefits package.

Applications will be reviewed beginning with those received by **September 9, 2013**, but the search will remain open until the position is filled. Please submit a letter of application listing relevant specific experience, résumé, and the names, addresses, and telephone numbers of at least three professional references to **Search #R47203**, Employment Office, 167 Whitmore Administration Building, University of Massachusetts, Amherst MA 01003-8170.

*The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity employer.  
Women and members of minority groups are encouraged to apply.*