



Beth Israel Deaconess
Medical Center



HARVARD MEDICAL SCHOOL
TEACHING HOSPITAL

Research Administrator

Department Name and ID: 0016 Research 0016

Reports to (job title):

Grade: 08

Current Job Code: A2116

FLSA Status: Exempt - All per diem positions are considered Non-Exempt

Effective Date: 2010-08-02

Status: Final Approved

Job Summary: The Research Administrator is responsible for the daily administrative operations of defined research areas including grant and contract proposal preparation and approval, establishment of account infrastructure, management of financial transactions, preparation of regular reporting on status of funding and approval of research expenditures. This person collaborates with Chiefs and Principle Investigators and Research Administrative Director to ensure compliance and proper implementation of policies and procedures.

The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of this position.

Primary Responsibilities:

1. Manages budgets for federal and non-federal research grants, contracts and sub-contracts. Partners with the Office of Sponsored Programs to maintain databases for pending, funded, rejected and inactive grants. Works with information from internal systems, grant management software, PeopleSoft and other systems to monitor purchases, actual and encumbered expenses as well as salary distributions. (essential)
2. Works with Financial Analysts and others as necessary to reconcile information/reports and provide investigators with regular financial status reports in user-friendly formats. Expected to have regular meetings with investigators where projections are provided and reviewed to avoid deficit spending. As necessary, work with investigators and RAD to manage deficits. (essential)
3. Responsible for managing all time and effort reporting for defined areas of responsibility. Works with PIs to regularly monitor information, make changes as appropriate. Report to PI and Research Administrative Director any unusual or non-compliant information. (essential)
4. Authorizes all expense items such as making deposits, transferring funds, assigning expenses within areas of responsibility. Works with ancillary areas such as A/P, HR, and Purchasing to ensure receipt of materials and prompt payment or resolution of any issues. (essential)
5. Works with RAD and PI when hiring new faculty and transferring account, grant, equipment and staff to the Medical Center. Collaborates with Financial Analyst, department staff and ancillary departments to ensure smooth transition of information, people and equipment. Works closely with Research Facilities to coordinate laboratory closings and may assist with laboratory opening for new PIs. (essential)
6. Assists PI with posting positions to the internal hiring management system, confirms funding for salary and ensures equitability of offers with HR and PI. Councils and assist PI with research staffing issues including corrective action plans, terminations and promotions. Works closely with Immigration Specialist, HR, and the BIDMC Tax Department to facilitate visas for all foreign scholars. (essential)
7. Works directly with PIs to effectively complete the new hire process for staffing in assign areas. Writes job descriptions, may participate in the hiring process as defined by PI or Research Administrative Director. Responsible for ensuring orientation is conducted for new hires and supports the PI in the annual performance review process. (essential)
8. Participates in routine research administration meetings, seminars and programs to stay abreast of best practice and guiding regulations. Strongly encouraged to participate in committees of interest. Provides support to RAD on special projects as necessary. (essential)
9. Coordinates and supports the preparation and production of grant proposals, advises investigators of grant policies, due dates for progress reports, human studied protocols, abstracts, manuals, etc. Prepares budget

for submissions and renewals. Works with Financial Analyst to ensure proper communication of upcoming grants and proper implementation of new grant information. (essential)

Required Qualifications:

1. Bachelor's degree required .
2. 1-3 years related work experience required.
3. Experience with computer systems required, including web based applications and some Microsoft Office applications which may include Outlook, Word, Excel, PowerPoint or Access.

Preferred Qualifications:

1. Two years of grants management, budget preparation, and financial management experience.

Competencies:

1. **Decision Making:** Ability to make decisions that are guided by general instructions and practices requiring some interpretation. May make recommendations for solving problems of moderate complexity and importance.
2. **Problem Solving:** Ability to address problems that are varied, requiring analysis or interpretation of the situation using direct observation, knowledge and skills based on general precedents.
3. **Independence of Action:** Ability to follow precedents and procedures. May set priorities and organize work within general guidelines. Seeks assistance when confronted with difficult and/or unpredictable situations. Work progress is monitored by supervisor/manager.
4. **Written Communications:** Ability to communicate clearly and effectively in written English with internal and external customers.
5. **Oral Communications:** Ability to comprehend and converse in English to communicate effectively with medical center staff, patients, families and external customers.
6. **Knowledge:** Ability to demonstrate full working knowledge of standard concepts, practices, procedures and policies with the ability to use them in varied situations.
7. **Team Work:** Ability to work collaboratively in small teams to improve the operations of immediate work group by offering ideas, identifying issues, and respecting team members.
8. **Customer Service:** Ability to provide a high level of customer service to patients, visitors, staff and external customers in a professional, service-oriented, respectful manner using skills in active listening and problem solving. Ability to remain calm in stressful situations.

Social/Environmental Requirements:

1. Work requires close attention to task for work to be accurately completed. Intermittent breaks during the work day do not compromise the work.
2. Work routine is fairly consistent, but employee needs to be able to use judgment to respond to events several times a week.
3. No substantial exposure to adverse environmental conditions
4. **Health Care Status:** NHCW: No patient contact.- *Health Care Worker Status may vary by department*

Sensory Requirements:

Close work (paperwork, visual examination), Monitor Use, Conversation.

Physical Requirements:

Sedentary work: Exerting up to 10 pounds of force occasionally in carrying, lifting, pushing, pulling objects. Sitting most of the time, with walking and standing required only occasionally

This job requires constant Keyboard use, frequent sitting.

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