

Grant Program Administrator

Posting Details

I. DEPARTMENT INFORMATION

Job Location	950 New Hampshire Ave - 950 New Hampshire Ave -FB0154
Campus Location:	Foggy Bottom
Division/Vice President:	Provost and Executive Vice President for Academic Affairs (AA)
College/School/Department:	Milken Institute School of Public Health (SPH)

II. POSITION INFORMATION

Internal Applicants Only?	No
Position Type:	Administrative/Professional
Posting Number:	Staff - 003682
Working Title:	Grant Program Administrator
Full-Time/Part-Time:	Full-Time
Work Schedule:	Department-specific
Total Hours Per Week:	40
Pay Grade:	18
Recruitment Salary Range:	Commensurate with experience
Required Licenses/Certifications and other Specific Requirements:	Criminal History Screening, Education/Degree/Certifications Verification, Social Security Number Trace, Sex Offender Registry Search, and Prior Employment Verification, Credit
If other was selected above, or there are special requirements, please explain.	
If temporary, grant funded or limited term appointment, position funded until:	
Position Designation:	Essential: Employees who perform functions that have been deemed essential to maintaining business or academic operations. Employees are generally expected to work from home during an event and may be asked to physically report to work.
Telework:	No
Job Open Date:	08/07/2014
Job Close Date:	
Open Until Filled:	Yes

Applicant Review Will Commence On:	
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III. JOB VACANCY ANNOUNCEMENT INFORMATION

Ad Statement:	Founded in 1821, GW is the largest institution of higher education in the District of Columbia, to include ten academic units, with a full-time equivalent enrollment of a little over 20,000 students and approximately 11,000 full-time and part-time employees (faculty and staff). The George Washington University is a community dedicated to learning, communication, respect, service and teamwork. As one of the largest private employers in the District of Columbia, the university seeks employees who support the teaching, research, and public service mission of the university.
Job Description Summary:	
Minimum Qualifications:	Bachelor's degree in Accounting, Finance, Management, Business or other related field, plus two years of experience in the following areas: budgeting, accounting, finance, financial analysis and/or cost analysis, with at least two years of experience working in post-award research administration, with center or program management responsibilities.
Desired Qualifications:	<p>Master's degree in Business, Management, Accounting, or a closely related field.</p> <p>Administrative and financial experience in higher education research administration or research supported programs. Experience with managing high profile, multi-million dollar grant programs and subawardees.</p> <p>A minimum of four years professional business management experience that includes budget planning and administration, to include at least one year of supervisory experience.</p> <p>Excellent communication, organizational, customer service and interpersonal skills. Strong analytical and writing skills. The ability to self-manage and be accountable for ongoing implementation of university policies and procedures.</p> <p>Proficiency in the use of personal computers and various office applications software programs, to include spreadsheets and database management. Knowledge of administrative financial systems (e.g. Oracle).</p> <p>Certified Research Administrator (CRA).</p>
Special Instructions to Applicants:	

Job Duties

Function:	<p>Establishes and monitors all budgets and expenditures related to a \$23 million Centers for Medicare & Medicaid Services project. Conducts analyses to identify and report on the financial status of the project; conducts forecasts of budgets and expenditures; reviews project-related vendor contracts for allowable costs and adequacy of budget; oversees processing, authorization for payment, and issues related to agreements/invoices related to the project. Makes project-related purchases. Monitors and manages project expenditures and fiscal activities to include preparing financial analyses/projections of expenditures and future project budget needs.</p> <p>Develops and maintains tracking systems and databases of sponsored activities to ensure the efficient and effective management of administrative and fiscal activities, and provides proactive reporting analysis to the Executive Director and Principal Investigators. Supervises a Grants Management Coordinator.</p> <p>Proposes and initiates corrective actions in coordination with the appropriate University offices; prepares, reviews, and signs/approves all expenditure correction action forms. Monitors and advises the Executive Director and the Principal Investigators (PIs) on issues of compliance and possible noncompliance of University and sponsor guidelines related to the administration of sponsored activities. Develops, recommends, and implements procedures and policies impacting grants management and maintains continual contact with the Executive Director and PIs to advise on project related issues. Acts as a liaison between the GW University departments, GW schools, GW's Office of the Vice President for Research (OVPB) and affiliated entities.</p>
Function:	<p>Administers activities associated with the recruitment, selection and appointment of research-supported staff to ensure compliance with policies and procedures. Assists with management of personnel files, timesheets, and other University requirements for employees. Reviews, computes and reconciles salary commitments to ensure that budget amounts are not exceeded and recommends salary adjustments as necessary. When necessary, initiates development of budget revisions with extramural funders and coordinates with appropriate University officials. Ensures that appropriate rates are applied for indirect costs, fringe benefits, and evaluates cost-sharing requirements and budgets. Maintains familiarity with University policies and procedures and federal grant and contract regulations; ensures all project expenditures are included in fiscal closeouts; establishes and maintains grant files; and updates appropriate databases.</p>

Function:

Performs other work-related duties as assigned. Omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Posting Specific Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

- 1. Resume
- 2. Cover Letter

Optional Documents

- 1. Letter of Recommendation 1
- 2. Letter of Recommendation 2
- 3. Letter of Recommendation 3