



FORDHAM UNIVERSITY
THE JESUIT UNIVERSITY OF NEW YORK

Position: A00970

Date: August 7, 2014

ADMINISTRATOR POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Humanities Grant Officer

DEPARTMENT:

Office of Sponsored Programs

RESPONSIBILITIES:

- Assists faculty, primarily in the Humanities, with activities related to external funding.
- Oversees the smooth processing of grant proposals.
- Supports faculty in grant administration; serves as liaison between faculty and finance office.
- Identifies fundable projects and areas.
- Researches and identifies possible funding agencies (federal, state and local agencies, foundations, corporate sponsorships, etc.); develops relationships with key funding agencies, partly by in-person meetings and visits.
- Develops concepts for proposals and formats information.
- Assists faculty members in preparing academic content of grants; writes drafts of supporting sections; and edits and polishes complete proposals.
- Develops budget for submissions.
- Reviews proposals for compliance with government and University policies and procedures.
- Assists in the assessment and re-writing of proposals not initially funded.
- Provides training to new investigators in usage of the electronic grants administration system.
- Assists all investigators with post-award grant management.

QUALIFICATIONS:

- Bachelor's degree preferred in the humanities.
- A minimum of five (5) years experience in research or research administration.
- Proven record of obtaining institutional grants and contracts.
- Demonstrated interpersonal skills to work with University faculty and external members of the funding community.
- Commitment to high professional standards of quality, integrity, and service and to the educational goals of Fordham as a Jesuit University.
- Ability to multi-task and work well under the pressure of deadlines.
- Excellent written, oral and interpersonal communication and organizational skills.

SALARY:

Commensurate with experience.

START DATE:

September 1, 2014

SEND LETTER & RESUME TO:

Deborah Adwokat
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Fordham is an Equal Opportunity Employer.*