



**Beth Israel Deaconess
Medical Center**



**HARVARD MEDICAL SCHOOL
TEACHING HOSPITAL**

Administrator, OSP

Department Name and ID: R&A - OSP 01083570AD

Reports to (job title): Manager, Office Sponsored Prgms

Grade: 08

Current Job Code: A3524

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

Effective Date: 2014-10-21

Status: Final Approved

Job Summary: Reporting to the Manager, Office of Sponsored Programs (OSP), provides support to the central office research administration activities. Reviews and negotiates contract terms and conditions, develops and maintains standard agreement templates and updates standard operation procedures as needed. May review Investigator Conflict of interest reports and works closely with the Office of Compliance and Business Conduct (OCBC) to resolve any issues that may arise. Submits required information on a monthly basis to the Federal Funding Accountability and Transparency Act (FFATA) database. Provides additional support to Research Team Directors and Research Administrators as needed. Monitors the central e-mail box.

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. Reviews and negotiates all contract agreement terms and conditions for adherence to BIDMC, Federal and Sponsor policies. (essential)
2. Prepares agreement drafts and distributes fully executed agreements. Enters agreement status data into tracking system. Works with other Research & Academic Affairs divisions as a resource for input and information as needed. (essential)
3. Enters required research and financial information on a monthly basis into the Federal Funding Accountability and Transparency Act (FFATA) system for subcontract activity on awarded federal grants. (essential)
4. Works with Manager of OSP and OCBC attorneys to ensure contract language and other documents are current and conform to all applicable requirements (BIDMC policies, Sponsor Agency guidelines and collaborating institutions). (essential)
5. May assist the Manager of OSP in working with Academic Research Computing to develop and implement system changes related to the pre-award (GEMS), conflict of interest (COI), human subjects (IRB), animal usage (IACUC) databases. (essential)

Additional Responsibilities:

1. Works with Manager of OSP and Director of Research Finance (RFO) to ensure sound financial stewardship of all sponsored research funds. Ensures standard operating procedures are being met for account and budget set-up with the assistance of the Research Finance staff.
2. Participates at Research Administrator Mentoring Program (RAMP). Maintains necessary Databases, OSP website and periodically updates information based on changing Medical Center or regulatory policy changes.
3. Works with Manager of OSP, Research Finance and Research Team Directors to orient new research and support staff as needed.
4. Participates in local and national professional conferences to stay current with best practices and guiding regulations.
5. Provides additional support to Manager of OSP as needed. May take on additional responsibilities in the absence of Manager.

Required Qualifications:

1. Bachelor's degree required.
2. 1-3 years related work experience required.
3. Experience should include 1 to 2 years of direct research administration duties which include pre-award and post-award management of grants and contracts .
4. Ability to work with a varied caseload with minimal supervision, exercising strong judgment and applying the appropriate legal principles and Medical Center policies and practices to specific legal issues. Must also possess the ability to work as a member of an interdisciplinary team.
5. Strong organization and time management skills with ability to multi-task while remaining detail-oriented in a highly time sensitive environment. Outstanding verbal and written skills proven in either a legal, University or academic medical center setting are required.
6. Advanced skills with Microsoft applications which may include Outlook, Word, Excel, PowerPoint or Access and other web-based applications. May produce complex documents, perform analysis and maintain databases.

Preferred Qualifications:

1. Juris Degree (JD) preferred.
2. Knowledge of contract law, sponsored research and experience in negotiating and reviewing contract and/or subcontract awards is preferred. Knowledge of higher education law and experience in the practice of law within a college or a university or academic medical center related setting preferred.

Competencies:

1. **Decision Making:** Ability to make decisions that are guided by precedents, policies and objectives. Regularly makes decisions and recommendations on issues affecting a department or functional area.
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 set goals and determines how to accomplish defined results with some guidelines. Manager/Director provides broad guidance and overall direction.
4. **Written Communications:** Ability to summarize and communicate in English moderately complex information in varied written formats to internal and external customers.
5. **Oral Communications:** Ability to comprehend and communicate complex verbal information in English to 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, Visual monotony, Visual clarity <3 feet, Conversation, Telephone, Background Noise.

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 sitting, Fine Manipulation using both hands, Keyboard use. Rarely there may be Power Grasping using both hands.