



Established in 1968, the Icahn School of Medicine at Mount Sinai is one of the leading medical schools in the United States. Part of the fast-growing Mount Sinai Health Care System, the School of Medicine is noted for innovation in education, biomedical research, clinical care delivery, and local and global community service. It has more than 3,400 faculty in 32 departments and 14 research institutes, and ranks among the top 20 medical schools both in National Institutes of Health (NIH) funding and by U.S. News & World Report. The Grants and Contracts Office is conveniently located in mid-town Manhattan with easy access to major transportation hubs. GCO has an immediate opening for an experience research administrator to help us handle our growing portfolio of sponsored funding.

Grants & Contracts Specialist

The Grants & Contracts Specialist reports to the Associate Dean for Sponsored Programs, and the Director of Grants and Contracts regarding research-related activities.

Duties and Responsibilities:

- 1) Review approximately five hundred grant applications per year for all pre-award financial and administrative policies on behalf of Institution's central business office. Interact with departmental administrators, faculty and extramural funding agencies (Federal, NY State, non-profit, etc.) to enforce needed corrections prior to institutional endorsement.

- 2) Responsible for correct compliance characterization of grant applications and routing to the Institutional Animal Care and Use Committee, Institutional Review Board, Bio-Safety Officer and Financial Conflict of Interest in Research Committee.

- 3) Review and provide Just-In-Time, supplemental and amended information to extramural sponsors on grant applications.

- 4) Provide information to Sponsored Projects Accounting for fund activation.

- 5) Provide customized fiscal reports for academic and service departments within the institution.

6) Routine entry and maintenance of data for all non-federal sponsorship in the Grants Tracking System.

7) Additional responsibilities may include maintenance of website and electronic forms, creation and maintenance of training grant tables, liaison to the Institutional Bio-Safety Officer, liaison to the Biomedical Research Alliance of New York, liaison to the Committee on Special Awards and Fellowships and creation and distribution of funding opportunity packets, calendars and special alerts.

Job Qualifications:

The candidate must possess a thorough knowledge of grants and contracts administration at a level generally acquired through two or more years of central office grants management experience or two years of departmental experience, and proof of professional education through NCURA or SRA. Strong communication skills, both oral and written, strong interpersonal and organizational skills, strong mathematical and comprehension skills, ability to work effectively and collaboratively in a fast-paced environment under constant deadlines, ability to provide ongoing guidance and support to faculty and departmental administrators in a timely manner, ability to make administrative/procedural decisions and judgments, and ability to prioritize and manage multiple projects and/or tasks simultaneously.

B.A. or B.S. or an equivalent combination of education and professionally relevant experience.

Knowledge of InfoEd & MS Office applications (Access, Excel, Word, Outlook and PowerPoint).

Application Instructions:

Applications are now being accepted and may be submitted on-line at <http://www.mountsinai.org/careers>.

Additional information about the Icahn School of Medicine at Mount Sinai can be found at <http://icahn.mssm.edu/>

Full/Part Time: Full Time

Location/Affiliates: Mount Sinai Health System (Manhattan)

Department: 809 - Grants/Contracts

Requisition Number: 1771826

Mount Sinai Health System is an equal opportunity/affirmative action employer. We recognize the power and importance of a diverse employee population and strongly encourage applicants with various experiences and backgrounds.

Mount Sinai Health System - An EEO/AA-D/V Employer