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| **Working Title** | Director, Research Administration |
| **Job Classification** | Administrator IV |
| **Hiring Range** | $46,644.00 - $76,440.00 |
| **Job Summary** | This position is under the general direction of the Sr. Administrator in the Department of Medicine at the University of Pittsburgh. The position is responsible for leading a team of 20-30 research administration professionals to manage the Department of Medicine’s $80 million+ sponsored projects portfolio. The incumbent is responsible for developing strategies and processes to efficiently and effectively manage this large organization in concert with sponsor and institutional policies and laws. In addition, this position is relied upon to evaluate strategies on how to facilitate and propagate information and programs, as well as to provide optimal customer service to assist investigators in submitting grant applications, effort reporting and stewarding grant awards. The position is also responsible for providing training and consultation to investigators and staff on grants management and sponsor regulations. The Director also manages and continually evaluates grant’s administration data warehousing and provides reporting to leadership regularly. **Applicants must apply to the University of Pittsburgh, using the PittSource Quick Link provided below.** |
| **Minimum Education Level Required** | Baccalaureate |
| **Minimum Related Experience Level Required** | 6-9 years experience |
| **Additional Education and/or Experience Essential to the Position** | Masters degree preferred. Excellent computer skills including database management and spreadsheet manipulation. Demonstrated written and oral presentation communication skills. |
| **Required Licenses/Certifications** | CRA preferred but not required |
| **Assignment Category** | Regular, Full-Time |
| **Percentage Of Effort** | 100 |
| **Scheduled Work Hours** | 8:00 a.m. - 4:30 p.m. |
| **Campus** | Pittsburgh |
| **Quick Link** | <http://www.pittsource.com/postings/123405> |