**UNIVERSITY OF MASSACHUSETTS DARTMOUTH**

**PRE-AWARD & SUB-RECIPIENT MANAGER**

The University of Massachusetts Dartmouth is looking for a dynamic individual to serve as the Pre-Award & Sub-recipient Manager. This person will serve as the primary coordinator of Pre-award business processes for selected departments with an emphasis on the Sub-recipient Monitoring, Sub-award & Sub-contract Preparation, Development & Management as well as proposal preparation, review and submission procedures and award negotiations. S/he will play a key role in Pre-award outreach initiatives; including leading Pre-award content management projects and assisting with Pre-award training initiatives. S/he will also provide direct administrative Pre-award services to faculty.

**For the complete position description please go to** www.umassd.edu/hr/employmentopportunities

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| **MINIMUM QUALIFICATIONS**: |
| **EDUCATION**:  | Bachelor’s degree  |
| **EXPERIENCE**:  | Significant experience (over five years) working in a higher education sponsored programs environment required. Experience dealing with Federal and State agencies and knowledge of their funding priorities.  |
| **OTHER**:  | Experience with contracts and sub-contracting, electronic grants administration. |
| **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:*** Excellent computer skills including knowledge of spreadsheets and on-line databases.
* A demonstrated understanding of essential federal regulations (e.g., OMB Circulars A-21, A-110, A-133, New Uniform Federal Guidance 2 CFR 200, FAR/DFARS, etc.) and University administrative processes.
* Experience in the negotiation of university & industry agreements.
* Ability to effectively utilize a wide array of information technology resources (e.g., Word, Excel, PowerPoint, Access, Internet, Pivot, PeopleSoft, Summit, ECRT, Cayuse, federal electronic systems, etc.)
* Must be highly organized, detail-oriented, time and deadline-sensitive, and able to perform using tact and discretion in a deadline-oriented environment.
* Excellent writing and communication skills.
* Ability to work well with a variety of internal and external constituencies.
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| **PREFERRED QUALIFICATIONS:** Master's degree or higher, e.g., J.D.Significant award & contract negotiation experience in academic or research institutionOutstanding interpersonal skillsProfessional certification, (CRA) certification |

To apply please submit online a letter of interest, current resume and the contact information for up to three references @ <http://www.umassd.edu/hr/employmentopportunities/>.

University of Massachusetts Dartmouth employees and applicants for employment are protected by federal laws, Presidential Executive Orders, and state and local laws designed to protect employees and job applicants from discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, family medical history or genetic information, military service, veteran status or other non-merit based factors.

The University of Massachusetts reserves the right to conduct background checks on potential employees.