Job Vacancy Notice

Job Title: Grants Development Manager - Compliance Monitoring

Job ID: 18695

Location: Queensborough CC

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Queensborough Community College invites applications for Grants Development Manager.

CUNY is an equal opportunity employer and is committed to increasing the diversity of its workforce. It welcomes nominations of, and applications from members of protected groups including minorities, women, veterans and individuals with disabilities, as well as others who would bring additional perspectives to the university’s mission. Candidates with demonstrated commitment to diversity and inclusiveness through their research, teaching and/or service are also encouraged to apply. One of the Queensborough Community College’s greatest strengths, and a necessary element of excellence, is the diversity of our community. We strive to attract and nurture a talented and diverse faculty and staff that proudly reflect the unique character of the local Queens community, the most diverse county in the United States.

This position, reporting to the Director of Grants and Sponsored Programs, will oversee the management of sponsored awards, focusing primarily on federal, state and city awards and contracts. In addition to the CUNY Title Overview, the position will:

-Monitor sponsored awards to assure that principal investigators/project directors (PIs/PDs) are meeting all program objectives and outcomes according to sponsor deadlines and proposal timelines.

-Assess pre- and post-award activities to ensure compliance with CUNY, QCC and sponsor policy and procedures as well as federal, state, and local law.

-Assume primary responsibility for managing the process of working with PIs/PDs to monitor grant and contract activity, particularly with new PIs/PDs, coordinating closely with the Office of Grants/Sponsored Programs (OGSP) on progress.

-Review and analyze effort reporting for all college PIs assuring that no PI exceeds 95% of effort on grant awards.

-Assist OGSP director and assistant director in monitoring sub-awards.

-Coordinate with Academic Affairs staff to ensure that all research related awards are compliant with CUNY and federal law related to Export Controls, Financial Conflict of Interest, Human Subjects Research, Animal Research, Research Integrity and Institutional Biosafety.

-Train faculty and program directors on grant compliance areas.

-Other duties as assigned.

QUALIFICATIONS

Bachelor's degree and six years' related experience required.

Preferred qualifications:

-Master’s degree in research administration, business, finance, public administration or related field.

-Certified Research Administrator (CRA) credential.

-Six years’ recent experience in a sponsored programs office within a research environment.

-Current knowledge of federal grant and research compliance enforcement regulations.

-Working knowledge of Uniform Guidance (2 CFR 200.)

-Proficiency with Excel, Access, grants.gov, Fastlane, NIH Commons

CUNY TITLE OVERVIEW

Manages College's grant development programs and operations.

- Manages grant development activities; writes grants, creates grant budgets and monitors compliance

- Assists Director in implementation of grants; works closely and independently with grantors in resolving issues

- Conducts prospect research; identifies, analyzes and cultivates potential funding sources

- Guides faculty in finding appropriate funding sources based on discipline and/or research interest

- Develops and conducts grants-related training with faculty and staff

- May manage professional and/or clerical staff

- Performs related duties as assigned.

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Visit www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

<https://home.cunyfirst.cuny.edu/psp/cnyepprd/GUEST/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=18695&SiteId=1&PostingSeq=1>

Candidates must provide a resume and cover letter.

CLOSING DATE

May 19, 2018. Review of resumes to begin May 11, 2018.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.