

Research Administrator – UNC Department of Surgery, Chapel Hill, NC

The Department of Surgery at the University of North Carolina is seeking applications for a full time Research Administrator. The primary purpose of the Research Administrator (RA) position is to direct and administer the programs and staff of major externally-funded research projects. Using extensive research administration experience, this position will provide a high level of professional support to faculty and postdocs in all areas of proposal development and post award management. The RA will assist in developing new funding opportunities and strategic plans regarding grants and/or contracts by providing guidance and counsel in regard to grant and/or contract administration. This will require the RA to coordinate and collaborate with a variety of complex, multi-institutional consortiums, multi-disciplinary and cross-campus research units, foreign institutions, and postdoctoral awards. The RA must build and maintain a culture of compliance in research to ensure adherence to federal, state, and university regulations; areas covered include, but are not limited to, research finances, security and bio-safety, human and animal welfare, technology transfer, and good laboratory practice. It is expected that the RA review associated policy and procedures and recommends changes to increase productivity and effectiveness.

Relevant post-Baccalaureate degree required; for candidates demonstrating comparable independent research productivity, will accept a relevant undergraduate degree and 3 or more years of relevant experience in substitution. May require terminal degree and licensure.

Chosen candidate must have grant administration and proposal development experience. Require a candidate with NIH proposal development and submission experience. Strongly encourage a candidate with experience will clinical trial budget development and contract submission. Strong verbal and written communication skills are a must.

Excellent organization skills and time management; ability to handle changes in work volume and intensity. Excellent customer service skills, interpersonal skills, and judgement, as well as the ability to present information in a clear and effective manner. Strong attention to detail and accuracy. Ability to multi-task. Creativity and problem-solving capabilities. Proficiency in MS Word, MD Excel, Powerpoint, reference/publication management software, and research databases.

Prefer candidate with UNC Chapel Hill grants management experience and UNC systems (RAMSeS, InfoPorte, CAYUSE). Prefer candidate with compliance (cost accounting) training, budget development, and financial reporting experience.

Apply here: <https://unc.peopleadmin.com/postings/144916>

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