

**CASTL Research Administrator**

The Curry School's Center for the Advanced Study of Teaching and Learning (CASTL) seeks highly qualified candidates for a newly created Research Administrator position. The Research Administrator is responsible for all aspects of post-award and supports various pre-award functions for CASTL. Reporting to the CASTL Center Administrator and partnering with the Curry research administration team, the incumbent works closely with CASTL faculty to successfully accomplish pre and post-award administration.

A bachelor's degree is required, as is at least three years of progressively responsible experience performing post award administration or grant and contract experience. A master's degree is preferred, as is experience in post-award research administration in an institution of higher education or not for profit organization. A master’s degree may substitute for one year of relevant experience. A Certified Research Administrator is strongly preferred.

Outstanding interpersonal, written and verbal communication skills are essential. The ability to explain grant and financial ideas and concepts across multiple levels of the organization to people with varying knowledge is required. Outstanding organizational skills and the ability to manage multiple competing priorities is also required, as is a customer-centric approach and a problem-solving mentality. Must be proficient in Microsoft Office (Word, Excel, and Outlook). Must be familiar with web searching and use of a corporate financial systems for financial management and tracking.

\*\* Note that this is a restricted position and continuation is dependent upon the availability of funding and satisfactory performance.\*\*

To apply, visit http://jobs.virginia.edu and search on Posting Number 0623806. Complete an application online, attach a cover letter and resume/curriculum vitae and contact information for 3 References.

For questions about this position please contact Nate Hixson at nkh9z@virginia.edu. For questions about the application process please contact Nicole Robinson at nr7f@virginia.edu.

The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans and persons with disabilities are encouraged to apply.