**NOTICE OF OPEN POSITION**

**Research Process Coordinator**

Department of Biomedical Engineering

University of Michigan

Exempt Position – 40 hours per week

Salary range: $52,000-$70,000

Posting Deadline: August 17, 2018

**How To Apply:**

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

**Job Summary:**

The Research Process Coordinator is a key staff position supporting a portion of the research administration and sponsored project financial oversight needs of the Biomedical Engineering Department, which is a rapidly growing department with a number of new faculty holding primary reporting lines within the College of Engineering and also Michigan Medicine.

Biomedical Engineering seeks an experienced Research Process Coordinator/Research Administrator to work with the grant administrative team to provide top-quality, best practice pre- and post-award research administrative support for an assigned set of faculty and researchers. This position will serve as a part of a research administrative team reporting to the BME Administrator and participate actively in business system improvements and professional development activities.

**Responsibilities:**

*Pre-award Duties*: Preparation and submission of timely proposals for assigned investigators, preparing proposal budgets, coordinating and compiling proposal documents, assuring compliance to solicitation and project proposal announcement requirements, coordinating proposal requirements with additional internal and external participants, interaction and coordination with appropriate research office staff, and submission through the University's E-RPM proposal submission system. Proposals range from small proposals for individual faculty, to large complex proposals requiring several budget types and preparation of information from multiple stakeholders and participants both within and beyond the university.

*Post-award duties*: Tracking and oversight of assigned project financial status, development and communication of staff effort planning projection reports for assigned projects in conjunction with research leaders, provision of monthly financial reports to researchers which include projections of effort as reflected in staff effort plans, provision of sponsor-specific quarterly reporting and invoice backup, timely re-budgeting as required by sponsors and the University, initial approval of transactions for assigned projects, and preparation and submission of post-award administrative requests such as no-cost time extensions, information for quick establishment of sub-project/grants and subcontracts, project close-out documentation and audits, and other documents as needed. Additional financial tracking will include research group discretionary and research incentive funds, expendable restricted funds, and designated and auxiliary activity as assigned.

This position will work with unit administrative leadership to build efficient administrative processes while providing responsive and accurate administrative support across the department. This may include serving as a backup for other research administrators during scheduled absences or to assist with overload assignments in other areas.

**Required Qualifications:**

Bachelor's degree with 3-5 years of relevant research administrative or financial experience. This position requires a high level of multitasking and prioritizing, managing numerous proposal submissions of varying degrees of complexity simultaneously. The successful candidate will work closely cultivating trust with a variety of constituents including the Departmental Chair, Unit Administrator, faculty, staff, School/College and University administrators and external sponsors. The right candidate for this position will exhibit resilience in providing services in an environment of rapid growth and change, and within that context, maintain a positive outlook and find ways to help move the department to efficient and customer-serving operations. Effective oral and written communication skills and strong interpersonal skills are essential.

**Desired Qualifications:**

Master’s degree in Business, Public Administration, Finance or a related field. Demonstrated experience with multi-project project financial reconciliation and analysis along with experience in staff effort planning and projection. Demonstrated financial report creation competence with familiarity and experience with university administrative and business tools such as Business Objects, eResearch, Concur, procurement, electronic timekeeping, and other tools which would enable effective oversight and stewardship to sponsored projects.

Interested individuals should apply through the University of Michigan Jobs Portal to Posting #160745:

<http://careers.umich.edu/job_detail/160745/research_process_coordinator>