



## **Assistant Director, Research Administration, School of Arts and Sciences Division of University Advancement**

The Assistant Director will play a critical supporting role with faculty from the School of Arts and Sciences, ensuring the timely and accurate administration of their awarded grants and supporting the application process as needed. Reporting to the Associate Vice President for Institutional Partnerships, with accountability to the Dean of the School, the Assistant Director will serve as a key liaison between individual faculty and the functions that administer external grants and partnerships, and with key officials who oversee grant compliance. The incumbent must possess outstanding organizational skills, be very detail-oriented, a flexible and strong communicator (both in writing and in person), and should possess a high degree of emotional intelligence, enabling seamless work with faculty and leadership at all levels within the University.

### **Primary responsibilities:**

- Award Administration – supporting the needs of faculty who have been awarded grants, which entails: compliance with funder requirements for award administration, reviewing budgets and expenditures, tracking and coding expenses where needed, working with the Office of Sponsored Accounting and the relevant faculty member(s) on purchasing, hiring, invoicing and payments, all within the guidance of University policies and procedures, on preparation and submission of narrative progress reports, and assisting with the maintenance of records required for financial reporting. As needed, the Assistant Director will also assist with agency communication related to grant administration and compliance.
- Pre-Application Support: This function can entail a range of functions that include partner coordination to develop and/or obtain the required application materials such as sub-recipient budgets, letters of support, scope of work, biosketches etc./scheduling, budget preparation and facilitating review, preparation of supporting materials and Q/C checks against agency/funder guidelines, and support on the internal routing process to obtain required school and institutional approvals/uploading to the appropriate online portals where needed.
- Training – the incumbent will work with Institutional Partnerships, the Division of Finance, and the Office of Sponsored Programs to help implement periodic training for faculty members. The topics will range from proposal writing and budget preparation to funder research, familiarity with grant and contract accounting and recordkeeping requirements, federal regulations and guidelines, and other topics as determined.

- Coordination -- the Assistant Director will play an important role triangulating with the embedded Advancement team within the School (Assistant Dean for Advancement), and Institutional Partnerships (central) to help triage and source new faculty member interest in pursuing federal funding and ensure that the team considers new opportunities and delivers proper support and counsel to first-time or new applicants To support compliance and award stewardship, the position will coordinate/host post-award meetings, including new award kick-offs and monthly progress check-ins. Supports the Office of Sponsored Accounting and other departments in managing sub-award agreements to support monitoring, compliance, and reporting.
- Other duties as assigned, in fulfillment of the research mission of the University.

### **Qualifications:**

A Bachelor's Degree with three to five years of managing or administering grants and working with faculty/subject-matter experts in a nonprofit institutional setting (preferably higher education). Strong Excel and analytical skills and attention to detail. Strong ability to manage up and across an organization. Demonstrated experience with sponsored program accounting, procurement, accounts payable and other research administrative functions, and the ability to coordinate among diverse constituents within the University. Experience in a PeopleSoft environment is a plus. Understanding of Federal Regulations (FAR, Uniform Guidance CFR 200, DFAR) is required for this position. Working knowledge of financial, grants submission (ie. Fastlane, grants.gov) and management tools, and donor database tools (Raiser's Edge), a plus. Must possess strong organizational skills and be an effective communicator both verbally and in writing.

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