



Cornell University

Pre-Award Research Operations (PRO) Team Lead

Research Administration Manager - Band G
Office of Sponsored Programs

The Office of Sponsored Programs has an immediate opening for a Research Administration Manager to serve as a team lead for the Pre-Award Research Operations Team.

What you will do:

- Lead a team of professionals to support approximately 200 faculty members in the development and successful submission of 400 to 500 proposals per year for research funding by federal, state, foundation, non-profit, and corporate sponsors.
- Provide strong leadership and management to a team of proposal preparation administrators working in a high paced, deadline driven environment. Provide mentoring, training, and day-to-day supervision to team members and team portfolio.
- Evaluate and monitor workloads and assignments to ensure all stakeholder needs are met while maintaining equity within the team. Set clear goals and expectations for individuals and the team, focusing on customer service, accuracy of information, and performance metrics.
- Keep abreast of federal, state, sponsor and university regulations, communicate and implement with team and stakeholders.
- Model professional and customer service-oriented behavior and lead by example.
- Work closely with faculty and university administrators and executives throughout the proposal development process to provide timely and effective proposal support services that meet sponsor and university requirements and deadlines.
- Work collaboratively with OSP Team Leads to develop training, implement effective processes, and manage change.
- Build professional networks, problem-solve, negotiate and mediate situations and relationships to overcome challenges and maximize outcomes for all parties.
- Build and maintain positive relations with internal and external customers.
- Analyze sponsor guidelines, develop budgets, provide proposal documents including bio-sketches and current and pending reports, and complete electronic applications.
- Serve as a liaison between the researcher and GCO, working collaboratively to ensure successful and compliant proposal submission.
- Participate, at the request of the Senior Director, in special projects, decision-making, and internal policy development.

Required Qualifications:

- Bachelor's degree with a minimum of five years of experience in research administration in an academic setting or an equivalent combination of education and experience. Five years of supervisory experience.
- Ability to understand, interpret, communicate, and implement complex business processes, university policies, sponsor guidelines, and federal, state, and other regulations to a diverse population of constituents.
- Thorough understanding and working knowledge of the OMB Uniform Guidance and other applicable US regulations. Ability to maintain and use current knowledge and understanding of external regulations, government agencies and decision-making processes, and internal business and research operations and initiatives. Experience with complex enterprise IT systems, and sponsor submission systems, and ability to effectively use technology.
- Superior project management and time management skills to ensure planning and prioritization around deadlines for multiple proposals with concurrent deadlines.

Cornell University is an equal opportunity affirmative action educator and employer.

- Excellent oral and written communication skills, including development and delivery of training and presentations to individuals and groups; development of written guidance, directions, and procedures that are end-user friendly and focused; and engagement of external and internal stakeholders to achieve successful outcomes. Proven effective analytical and problem-solving skills and attention to detail. Ability to lead teams, work through formal and informal decision-making networks, and apply risk-based analyses and decision-making.

Preferred Qualifications:

Advanced degree in science, technology, engineering, public policy, or business administration.

Please apply online at <https://cornell.wd1.myworkdayjobs.com/CornellCareerPage> (posting #WDR-00023978).

For questions regarding this position, please contact:

Jamie Sprague

Sr. Grant & Contract Officer

jas2233@cornell.edu

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans and Individuals with Disabilities. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations. Cornell University is an innovative Ivy League university and a great place to work. Our inclusive community of scholars, students, and staff impart an uncommon sense of larger purpose, and contribute creative ideas to further the university's mission of teaching, discovery, and engagement.

