

THE CITY UNIVERSITY OF NEW YORK (CUNY)
Institute for Demographic Research (CIDR) Seeks a Part-time, short-term, Grants Specialist

Compensation	Part-time, \$45.58-56.71/hr Commensurate with experience and qualifications
Web Site	http://www.cuny.edu/cidr
Duration	ASAP through June 2021 (possible continuation, contingent on funding)
Location	Remote

POSITION DESCRIPTION AND DUTIES

The CUNY Institute for Demographic Research (CIDR) seeks an individual to help in pre-award functions of proposal development and post-award management of social-science or interdisciplinary research grants. The responsibilities of the position include, but are not limited to the following: Assist faculty with developing and submitting grant proposals and applications, including NIH, NSF, other federal agencies and Foundations; Collaborates with the appropriate offices of the CIDR faculty affiliate's campus, such as the Office of Sponsored Programs and Research, for proposal development, pre- and post-awards, and indirect cost recovery. This may include budget development, award negotiation, expenditure tracking, reporting and reconciliation; Ensures compliance with funding agencies' policies and regulations; Carries out fiduciary responsibilities, including, towards that end, developing and managing relationships with external entities, including government agencies, corporations, non-profits and other institutions of higher education.

Work is part-time, not to exceed 20 hours per week

QUALIFICATION REQUIREMENTS

A Bachelor's degree and five (5) years of relevant experience are required. An appropriate combination of education above the baccalaureate degree and demonstrable skills and/or years of experience may be substituted for the 5 years of experience. Experience in an institution of higher education is strongly preferred. Experience managing budgets with multiple funding sources is required. Experience in both pre- and post-award grant and sponsored programs management, including a working knowledge of federal regulations, funding agency practices, budgetary and legal requirements for grants and research administration, is required. Prior grant preparation experience with the National Institutes of Health (NIH), the National Science Foundation (NSF), or other agencies is preferred.

TO APPLY: Please email statement of interest and resume to the attention of Professor Deborah Balk, Interim Director, CUNY Institute for Demographic Research at cidr.admin@baruch.cuny.edu. Search open until filled

The City University of New York

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Americans with Disabilities Act Employer