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USA

New York University

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1 week ago

US-NY-Brooklyn **Department** Office of Sponsored Research

School/Division NYU Tandon School of Engineering (PE1001) **Compensation Grade** Band 53

Union N/A **FT/PT** Full-Time **Category** Finance/Real Estate/Procurement/Grant Management

Position Summary

The purpose of this position is to provide pre and post-award grants management support to Tandon departments that are in need of guidance pertaining to pre and post-award grants management to ensure proper compliance and fiscal oversight of their sponsored research projects. The position is also aimed to reduce faculty of administrative burdens that affect their research productivity and other academic obligations. The Grants Manager will be based in the Tandon Office of Sponsored Programs and will report to the Director of Research Administration. Manage a complex sponsored research portfolio and be responsible for all aspects of pre and post-award grants management for various departments at the NYU Tandon School of Engineering.

Qualifications

Required Education:

Bachelor's Degree

Required Experience:

5+ years experience working with grants/contracts, preferable in a University setting

Required Skills, Knowledge and Abilities:

Proficiency with computers, navigating the internet and MS office suite. High level knowledge of the Uniform Guidance and fundamental post - award policies and procedures governing federal sponsored research projects. Organized, excellent multi-tasker, willing to collaborate with team members, self motivated and possesses excellent interpersonal skills.

Additional Information

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at nyu.edu/nyugreen.

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

