**Title: Coordinator, Research Center**

**Grade: C42**

**FLSA:** exempt

**Position Summary**

The Research Center Coordinator works closely with the Center Director(s), Principle Investigators (PI’s) and Research Staff to provide administrative support and coordination of activities supporting biomedical research center programs and their research missions. The successful candidate will have a solid background in providing administrative support, including budgeting/accounting experience, in a team oriented environment to help ensure effective and efficient operations. The Coordinator provides lifecycle pre- & post-award research administration ensuring the fulfillment of all grant and/or contract & compliance requirements. The position manages overall day-to-day research administration activities and ensures that all activities are completed in compliance with associated local, state, federal & institutional rules & regulations.

This is a full time position with a strong benefits package and a generous time off policy. A flexible work arrangement may be considered after training period but not before 90 days.

**Who We Are**

Rosalind Franklin University of Medicine and Science (RFU) is a graduate health sciences university committed to serving the population through the interprofessional education of health and biomedical professionals and the discovery of knowledge dedicated to improving wellness. The university embodies the spirit of inquiry and excellence modeled by its namesake Dr. Rosalind Franklin, whose Photo 51 was crucial to solving the structure of DNA. RFU is nationally recognized for its research in areas including neuroscience, brain-related diseases, inherited disorders, proteomics, cancer cell biology and immunology, cardiac resuscitation, and gait and balance.

**Essential Duties & Responsibilities**

* Manages pre-award administration of grants and/or contracts
* Obtains all essential approvals for routing sheets in preparation of Grant Submission
* Completes and pre-approves all proposal components in InfoEd or in other Sponsor’s package forms
* Assist in creating proposal budgets with effort commitment for personnel
* Ensures that proper regulatory protocols are established and completed i.e. IRB/IACUC/EHS and Conflict of Interest
* Manages post-award administration of research grants and/or contracts from inception to closing of accounts
* Oversees the center’s entire sponsored project portfolio and operating budgets for the Centers
* Manages effort commitments of key project personnel and thus Pre-approves Key Personnel Effort Forms using the Effort Reporting System
* Monitors Center Project Account Balances ensuring that expenditures are done in according with Sponsors’ rules
* Reviews award budget status, identifies issues and monitors/suggests changes and needs to PIs
* Provides OSR/PI with financial data needed for interim and final financial and technical progress reports
* Facilitates account close out activities, coordinating with OSR as needed
* Perform a wide range of administrative support functions for the Center Director, faculty members, staff, and more generally the RFU research enterprise.
* Flexibility to assume other Research Center Coordinator tasks when/where needed, as delegated by the Office of EVP for Research
* Coordinate various activities between Directors/Centers/OSR/EHS/BRF/IRB
* Prepare and compile materials for meetings/conferences/seminars
* Establish and maintain collegial relationships with internal/external colleagues
* Provide and develop reports using online tools
* All other duties as assigned by the Director, Research Administration (EVP office) and/or Center Director.

**Required Education & Experience**

* Bachelor’s Degree or appropriate combination of education and experience
* 3-5 years administrative support experience
* Experience with budgeting & financial management
* Must achieve satisfactory results from a background check
* Must have proof of COVID19 vaccination or a university approved exemption

**Required Knowledge, Skills, & Abilities**

* General understanding of accounting principles
* Strong organizational skills and attention to detail
* Effective communication skills both written & oral
* Problem-solver; critical thinking ability
* Ability to manage and determine priorities, details and tasks with accuracy and efficiency
* Proficient with Microsoft Office Suite; specifically, Word and Excel
* Commitment to confidentiality and professionalism
* Ability to make sound/accurate decisions using professional judgement
* Ability to work independently as well as part of team
* Ability to exhibit sensitivity and respect in all aspects of the job
* Display strong, positive work ethic with a high level of integrity

**Preferred Qualifications**

* Prior experience in research administration or a higher education setting

**Typical Physical Demands & Working Conditions**

* Selected candidate must have the mental and physical capabilities to perform the essential functions of the position with or without reasonable accommodations.

EOE, Including Disability / Vets