Pre-Award Grant Administrator

Position Information

Position Information

Department	College of Engineering and Computing
Alternate Department Description	
Criminal Background Check	Standard Background Check
Motor Vehicle Background Check	No
Statement of Economic Interest	Not Applicable
Restricted Position?	
Job Category	Classified Staff
Role (State) Job Title	Financial Services Specialist I
Working Title	Pre-Award Grant Administrator
Job Type	Full-Time
Position Number	03200z
Recruit Number	STF11022
Working Hours	
Location	Fairfax, VA
Other Location	
Pay Band	
Salary	Commensurate with education and experience.

Web Announcement

Pre-Award Grant Administrator – Office of the Dean

The George Mason University Office of the Dean, within the College of Engineering and Computing (CEC), invites applications for multiple Pre-Award Grant Administrators. George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason's academic and culturally inclusive environment.

About the Department:

The Research Administration team, within the CEC Office of the Dean, supports faculty in financial management and compliance of their research grants and contracts in an efficient manner along with a customer-service focus. The College of Engineering and Computing has had a rapid growth of research over the past five years with expenditures totaling over $62M in 2021, as well as 398 proposal submissions and 232 awards received in 2021.

Responsibilities:

This position provides high quality customer service to faculty members conducting sponsored research, and ensures adherence to quality standards and all policies and

award regulations. The primary responsibilities of these position(s) are to work with CEC faculty in the pre-award submission of proposals and administration of their grants and contracts which includes:

- Assist faculty in development, preparation and submission of grant and contract proposals which includes the development of budgets and budget justifications and other administrative documents;
- Communicate with collaborating institutions to secure necessary subaward documents for proposals;
- Ensure applications meet agency and university guidelines and published timetables and deadlines, including management of Just-in-Time process. Review proposals for consistency with sponsor guidelines;
- Ensure proposals are entered and routed in a timely manner; and
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree; or a combination of education and experience;
- Knowledge of federal rules and regulations relating to research grant and/or contract activity; of University and College policies and procedures relating to grant and contracts activity; and of University and College processes, systems and offices related to and/or involved in grant and contract submission and management;
- Fundamental interpersonal skills in a professional environment;
- Proficient use of computers; requires solid working knowledge of MS Office Suite (Word, Excel, PowerPoint);
- Excellent customer service orientation and deadline oriented; and
- Demonstrated ability to:
- Analyze data and sponsor guidelines and formulate conclusions;
- Learn changing technologies related to grants and contracts management;
- Create high-quality written documents;
- Proactively resolve issues in a timely manner; and
- Work well under pressure.

Preferred Qualifications:

- Bachelor's degree in Business or a financial field; and
- Experience in Sponsored Programs Administration or related field.

A Force for Innovation in the Heart of Northern Virginia's Technology Corridor

The College of Engineering and Computing at George Mason University is comprised of the Volgenau School of Engineering and a new School of Computing. The College is a fast-growing force for innovation in research and education. Ranked nationally in the top 100 in both undergraduate and graduate education, the College boasts more than 9,100 students in 37 undergraduate, master's, and doctoral degree programs, including several first-in-the-nation offerings. Of the 271 full-time faculty who comprise the College, 91 are tenured, 59 are tenure-track, 89 are instructional faculty, and 32 are research faculty. As part of a nationally ranked research university, its research teams expended $75 million in sponsored research awards in the past year and has projects with over $400 million in current and anticipated awards. The College stands out for its leading research in areas such as artificial intelligence, data analytics engineering, cybersecurity engineering, biomedical imaging and devices, community-based healthcare, autonomous systems, 5G/Next G communications, systems architectures, computational biomedicine, advanced materials and manufacturing, sustainable infrastructure, and more. The College encourages multidisciplinary research and provides ample opportunity for faculty to work with other disciplines.

George Mason University is the largest and most diverse public research university in Virginia, with an enrollment of over 39,000 students studying in over 200 degree

programs. Mason is an innovative, entrepreneurial institution with national distinction in a range of academic fields. It was classified as an R1 research institution in 2016 by the Carnegie Classifications of Institutes of Higher Education. Mason has campuses in Fairfax, Arlington, and Prince William. Its proximity to Washington, D.C. provides unmatched geographical access to a number of federal agencies and national laboratories. Northern Virginia is also home to one of the largest concentrations of high-tech firms in the nation, providing excellent opportunities for interaction with industry. The region is consistently rated as being among the best places to live in the country, and has an outstanding local public school system.

In conjunction with Amazon's decision to establish a second headquarters in Northern Virginia, the Commonwealth of Virginia announced a multi-year plan to invest in the growth of degree programs in computing. George Mason University has committed to accelerate its plans to grow its capacity in computing and high-tech fields. Among the exciting initiatives being undertaken by the university are the launch of the Institute for Digital InnovAtion, a university think tank and incubator to serve the digital economy, and the expansion of its Arlington Campus with a planned 400,000 square foot building that will house the new Institute for Digital InnovAtion. These initiatives reflect hundreds of millions of dollars in new investment by Mason that will rapidly elevate the university's already leading national position in computing and related areas.

Special Instructions to Applicants

For full consideration, applicants must complete the online application at **https://jobs.gmu.edu/** for position number 03200z; and attach a cover letter, resume, and a list of three professional references with contact information. Full consideration will apply to applicants who submit their completed application by September 7, 2022; however, review of applications will continue until the position is filled.

For Full Consideration, Apply by: September 7, 2022

Posting Date 05/10/2022

Job Close Date

Open Until Filled? Yes

Telework Friendly? Yes

Mason Ad Statement

Great Careers Begin at Mason!

George Mason University is an innovative, entrepreneurial institution with national distinction in both academics and research. Mason holds a top *U.S. News and World Report* "Up and Coming" spot for national universities and is recognized for its global appeal and excellence in higher education.

Mason is currently the largest and most diverse university in Virginia with students and faculty from all 50 states and over 135 countries studying in over 200 degree programs at campuses in Arlington, Fairfax and Prince William, as well as at learning locations across the commonwealth. Rooted in Mason's diversity is a campus culture that is both rewarding and exciting, work that is meaningful, and opportunities to both collaborate and create.

If you are interested in joining the Mason family take a look at our current opportunities and catch some Mason spirit at jobs.gmu.edu/!

George Mason University, Where Innovation is Tradition.

Equity Statement

George Mason University is an equal opportunity/affirmative action employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or veteran status, or any characteristic protected by law.

Campus Safety Information

Mason's Annual Security and Fire Safety Report is available at http://police.gmu.edu/annual-security-report/

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. What are your salary expectations for this position?

   (Open Ended Question)

Supplemental Documents

Required Documents

1. Cover Letter
2. Resume
3. List of Professional References

Optional Documents

None