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Job Req ID: 92296

Sr. Sponsored Projects Specialist

We are seeking a **Senior Sponsored Projects Specialist** (SSPS) who will work as a member of the Contracts Specialist Team in the School of Medicine, Office of Research Administration (ORA). This role provides support to the contracts negotiating team in ORA. The SSPS is required to work both independently and on a team, and is expected to exercise sound judgement in carrying out the responsibility in accordance with the University and SOM policies.

Specific Duties & Responsibilities:

- Reviews contracts and relevant documents to confirm accuracy, completeness and compliance for the administrative processes.
- Read and interpret grant and contract documents to confirm accuracy of COEUS, MyRAP and other applicable systems.
- Review and interpret sponsor requirements, regulations, and institutional policies for contracts and contract proposals.
- Required to reference and apply training and guidelines from JHU SOM ORA Specialists SOP in addition to other ORA administrative guidance as applicable.
- Apply all applicable administrative and compliance processes.
- Verifies that all ORA required steps have occurred in the review process and work to correct deficiencies where required.
- Makes judgments within a complex matrix of policy and regulation in the application of analytical and critical thinking to determine with consistent accuracy appropriate actions.
- Must consistently apply knowledge of SOM, ORA, sponsor regulations, and federal regulations and policy on research compliance, e.g., human subjects, animals, and stem cell use.
- Must understand processes regarding conflict of interest and compliance that impact proposal submission, contract signoff, and problem resolution.
- Ensures applicable documents are completed by administrative staff and faculty including correct cost rates (FB, F&A, etc) and that contracts are submitted via COEUS (the university's system for sponsored projects management).
- Composes daily a significant volume of transmittal correspondence to department administrative staff regarding the COEUS PD review and administrative and compliance processes.
- Advise faculty and department staff on administrative requirements in submitting contracts to SOM ORA.
- Serve as point of contact for customers who have questions regarding policy and procedure and other support as applicable.
- Ensures that all files are accurately documented and maintained in OCULUS and MyRAP (JHU SOM ORA's systems for sponsored proposal processing and research agreement negotiation) according to ORA policies and guidelines.
- All files must be accurately documented and maintained according to ORA policies and guidelines.
- Responsible for meeting benchmarks, timelines and goals to expedite processing of grants and contracts.
- Determines schedules to meet review and submission deadlines.
- Works with the Sponsored Agreements Manager to resolve complex workflow and data integrity issues.

- Final review of fully executed Contracts and all relevant documents for accuracy and completeness before routing to SPSS for award set-up.
- Support Sponsored Agreement Manager on special projects, as assigned.
- Verifies that all required processes have been met, files are properly assembled for review, and are complete.
- Participates in continuing education to learn updates/changes in procedures, regulations, technology, etc.
- Provides backup support for other Sponsored Projects Specialists.
- Other duties could be assigned.

Minimum Qualifications (Mandatory):

- Bachelor's Degree in related discipline.
- Three years related administrative experience required, preferred that one year of which is in a sponsored research environment.
- Additional education may substitute for required experience and additional related experience may substitute for required education, to the extent permitted by the JHU equivalency formula.*

** **JHU Equivalency Formula:** 30 undergraduate degree credits (semester hours) or 18 graduate degree credits may substitute for one year of experience. Additional related experience may substitute for the required education on the same basis. For jobs where equivalency is permitted, up to two years of non-related college course work may be applied towards the total minimum education/experience required for the respective job.*

*** Applicants who do not meet the posted requirements but are completing their final academic semester/quarter will be considered eligible for employment and may be asked to provide additional information confirming their academic completion date.*

Special Knowledge, Skills & Abilities:

- Must be able to work both independently and on a team.
- Must understand the importance of team work and possess the ability to work with all.
- Exhibit professional interpersonal skills establishing effective relationships with customers and coworkers.
- Must demonstrate excellent critical thinking and analytical skills to evaluate outcomes and determine most appropriate next steps.
- Must be detail-oriented, well-organized, and able to handle multiple projects in a deadline driven environment.
- Must consistently demonstrate excellent verbal and written communication skills with all levels of the organization and externally.

- Must be able to quickly adapt when plans and priorities change.
- Must have a clear understanding of accountability and possess the ability to prioritize multiple projects/tasks simultaneously to ensure timely completion.
- Must be customer-service and solution oriented, and resourceful, with an ability to work independently in a remote environment.
- Must demonstrate skills in analyzing data and forming accurate conclusions and outcomes.
- Ability to learn and adapt to evolving technologies related to grants and contracts management in addition to software, hardware, and other updates as applicable.
- Have the ability to understand appropriate escalation when applicable.
- Foresees potential delays in accomplishing goals and prepares creative alternatives.
- Takes the lead on daily questions and workload assignments.
- Organizes resources to perform complex tasks efficiently and timely.
- Intermediate knowledge of MS Office Suite. Experience with COEUS, MyRAP, OCULUS and SAP software a plus.

Classified Title: Sr Sponsored Projects Specialist

Role/Level/Range: ATP/03/PC

Starting Salary Range: \$51,210.00-\$61,385

Employee group: Full Time

Schedule: 8:30 am - 5:00 pm M-F

Exempt Status: Exempt

Location: Remote

Department name: SOM Admin Res Sponsored Proj Contracts

Personnel area: School of Medicine

The successful candidate(s) for this position will be subject to a pre-employment background check.

The Johns Hopkins University values diversity, equity and inclusion and advances these through our key strategic framework, the [JHU Roadmap on Diversity and Inclusion](#).

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

EEO is the Law

Learn more:

https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optin

Accommodation Information

If you are interested in applying for employment with The Johns Hopkins University and require special assistance or accommodation during any part of the pre-employment process, please contact the Talent Acquisition Office at jhurecruitment@jhu.edu. For TTY users, call via Maryland Relay or dial 711.

Johns Hopkins has mandated COVID-19 and influenza vaccines, as applicable. Exceptions to the COVID and flu vaccine requirements may be provided to individuals for religious beliefs or medical reasons. Requests for an exception must be submitted to the JHU vaccination registry. For additional information, applicants for SOM positions should visit <https://www.hopkinsmedicine.org/coronavirus/covid-19-vaccine/> and all other JHU applicants should visit <https://covidinfo.jhu.edu/health-safety/covid-vaccination-information/>.

The following additional provisions may apply, depending on campus. Your recruiter will advise accordingly.

The pre-employment physical for positions in clinical areas, laboratories, working with research subjects, or involving community contact requires documentation of immune status against Rubella (German measles), Rubeola (Measles), Mumps, Varicella (chickenpox), Hepatitis B and documentation of having received the Tdap (Tetanus, diphtheria, pertussis) vaccination. This may include documentation of having two (2) MMR vaccines; two (2) Varicella vaccines; or antibody status to these diseases from laboratory testing. Blood tests for immunities to these diseases are ordinarily included in the pre-employment physical exam except for those employees who provide results of blood tests or immunization documentation from their own health care providers. Any vaccinations required for these diseases will be given at no cost in our Occupational Health office.

Note: Job Postings are updated daily and remain online until filled.

Remote

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