Emory University
Office of Research Administration
Virtual Interview Fair

- Do you desire to have a rewarding career at a world-renowned Institution of Higher Education?
- Are you a research administration professional looking to make a difference in a mission-driven enterprise?
- Are you looking for a positive work environment?
- Are you looking for flexibility and the ability to work remote?
- Are you looking for an opportunity with long-term career stability?
- Are you looking for a career with great benefits and potential for growth?

If so, we want to meet you!!!

Email a copy of your resume/CV and title of the position you are interested in learning more about to:

ras.centraloperations@emory.edu

Information about current job openings are on the next page.

Join our team of distinguished research administrative professionals!

Positions Available:

- **Research Administrator, Pre-Award II – JOB DESCRIPTION:** Manages pre-award activities for an assigned portfolio of grants and contracts within a Research Administration Services (RAS) unit using knowledge of Standard Operating Procedures (SOPs) related to pre-award functions and awareness of federal rules and regulations related to research grant and contract activity. MINIMUM QUALIFICATIONS: Bachelor's degree and three years of work-related grants and contracts experience OR an equivalent combination of education, training and experience. Proficiency with MS Office Suite software.

- **Research Administrator, Pre-Award III – JOB DESCRIPTION:** Supports the day-to-day activities of a team of Pre-Award Specialists. Monitors workload distribution and raises any concerns to the Research Administration Services (RAS) Director. Provides guidance to team members, as appropriate. Coordinates with RAS Director regarding pre-award activities, issue resolution, and workload distribution. MINIMUM QUALIFICATIONS: Bachelor's degree and five years of work-related grants and contracts experience OR an equivalent combination of education, training and experience. Knowledge of federal rules and regulations relating to research grant and/or contract activity. Proficiency with MS Office Suite software.

- **Research Administrator, Post Award II – JOB DESCRIPTION:** Manages post-award activities within a Research Administration Services (RAS) unit in support of an assigned portfolio of grants and contracts within one or more units (i.e., school, department, division, institute, or center) using knowledge of grant and contract management rules and regulations, technical expertise, and analytical skills. MINIMUM QUALIFICATIONS: Bachelor's degree and three years of experience related to grants and contracts management OR an equivalent combination of education, training and experience. Knowledge of federal rules and regulations / terms and conditions relating to research grant and/or contract activity. Proficiency with MS Office Suite software. Knowledge of the PeopleSoft Financial System preferred.

- **Research Administrator, Post Award III – JOB DESCRIPTION:** Supports the day-to-day activities of a team of Post-Award Specialists. Monitors workload distribution and raises any concerns to the Research Administration Services (RAS) director. Provides guidance to team members, as appropriate. Coordinates with RAS Director regarding pre-award activities, issues resolution, and workload distribution. MINIMUM QUALIFICATIONS: Bachelor's degree and five years of experience related to grants and contracts management OR an equivalent combination of education, training and experience. Knowledge of federal rules and regulations/terms and conditions relating to research grant and/or contract activity. Knowledge of the PeopleSoft Financial System preferred.

- **Research Administrator, Post Award Manager – JOB DESCRIPTION:** Reporting to the Research Administration Services (RAS) Director, leads and supervises all staff performing post-award activities for the sponsored projects research portfolio for their assigned department, division or school. Monitors workload distribution and redistributes tasks, as appropriate. Provides guidance to team members, as appropriate. Mentors staff for professional development. May perform pre-award activities in support of the RAS unit. MINIMUM QUALIFICATIONS: Bachelor's degree and five years work-related grants and contracts experience OR an equivalent combination of education, training and experience. Supervisory experience preferred. Knowledge of federal rules and regulations relating to research grant and/or contract activity, with specific understanding of post-award management processes for multiple sponsoring bodies. Proficiency with MS Office Suite.

- **Research Administrator, Pre-Award Manager- JOB DESCRIPTION:** Reporting to the Research Administration Services (RAS) Director, leads and supervises all staff performing pre-award activities for the sponsored projects research portfolio for their assigned department, division or school. Monitors workload distribution and redistributes tasks, as appropriate. Provides guidance to team members, as appropriate. Mentors staff for professional development. May perform post-award activities in support of the RAS unit. MINIMUM QUALIFICATIONS: Bachelor's degree and five years work-related grants and contracts experience OR an equivalent combination of education, training and experience. Supervisory experience preferred. Knowledge of federal rules and regulations relating to research grant and/or contract activity, with specific deep understanding of the award proposal processes for multiple sponsoring bodies. Proficiency with MS Office Suite software.

Interested candidates, please email your resume/CV to ras.centraloperations@emory.edu