

Departmental Research Administrator

Rhode Island Hospital
Department of Surgery, Division of Surgical Research
Providence, RI 02903

Summary:

Under the general direction of the Director/Co-Director of the Division of Surgical Research, the Departmental Research Administrator (DRA) provides oversight and management of the research grant portfolios of multiple Principal Investigators (PIs) performing diversified and complex administrative, financial, and pre and post-award budgetary functions in support of departmental activities and restricted and unrestricted departmental funds. The DRA works closely with the PIs on all aspects of their research projects and in collaboration with Lifespan's Office of Research. ****Remote work opportunity for the right candidate****

Examples of Duties:

- Assists the PIs with pre-award grant preparation of new submissions and related material, such as biosketches, other support documents, support letters, internal business forms and preparing detailed budgets and justifications.
- Facilitates the processing of non-competing continuations, progress reports, supplements, agreements, and amendments.
- Oversight of an active NIH Training Grant, advising mentors and trainees of federal reporting requirements, course compliance, committee evaluations, conference travel, and budgetary guidelines.
- Signature authorization for department expenditures; capital equipment, check requests, reimbursements, and salary reimbursements.
- Supervision of the department secretary who processes department orders, maintains an ordering database, prepares check requests, reimbursements and capital equipment orders for authorized signatures.
- Monitors and distributes monthly financial reports with budget forecasting and identify any variances. Works closely with research finance to resolve any accounting issues.
- Maintain an active database of all submitted, active and pending applications and update as status changes.
- Prepare project summary reports for the Surgery Chairman and Division Directors as needed.
- Provide guidance to postdoctoral fellows and residents of the proposal submission process.
- Work with Human Resources to coordinate new hires, transfers, internships, terminations and severance notices.
- Process J-1 and H-1B visa applications for foreign research scholars in collaboration with the Office of Student and Scholar Services at Brown University.
- Prepare and confirm the accuracy of research time and effort reports and distribute monthly.
- Payroll processing and coordinating salary allocations related to transfers, funding changes etc. Audit the accuracy of employee payroll data.
- Oversee the processing of professional agreements, travel vouchers, purchase orders, reallocation of expenditures, and other expenses.
- Maintain familiarity with applicable federal regulations, policies, guidelines, and new or changed regulations.

Required Qualifications:

- Bachelor's Degree in business administration, finance or accounting or equivalent experience.
- 3+ years of professional experience in sponsored programs in an academic, non-profit or equivalent setting.
- Demonstrated financial management experience.
- Experience with proposal submissions and post-award functions for multiple types of award mechanisms, including grants, contracts, sub-contracts and cooperative agreements.

Knowledge, Skills and Abilities:

- Proficiency with Microsoft Office Suite especially Excel and proficiency with PeopleSoft or a similar robust financial accounting system.

- Excellent verbal and written skills are essential. The ability to interact with persons from diverse backgrounds such as MDs PhDs research and administrative staff.
- Ability to work independently multi-task and to prioritize work. Integrity discretion and respect for confidential information is essential.
- Flexible and highly organized.
- Effective analytical and creative problem-solving skills, with the ability to prioritize and work under pressure in a deadline-oriented environment.
- Strong interpersonal and communication skills.
- Familiarity with electronic sponsored program services systems (e.g. Grants.gov, eRA Commons, etc).