

Research Administration Analyst

Posting Details

Posting Details

Job #	040333
Department Code	21901-5040
Department	Information Studies-Dean
Job Title	Research Administration Analyst
Location	Syracuse, NY
Pay Range	\$58,500 - \$65,000
Pay Determination	Pay rates at Syracuse University are based on a combination of factors including, but not limited to, the job responsibilities; the candidate's education, training, work experience and key competencies; the university's strategic priorities; internal peer equity; applicable federal, state, local laws, grant funding and contractual requisites; and external market analyses.
Staff Level	S4
FLSA Status	Exempt
Hours	Standard University business hours 8:30am – 5:00pm (academic year) 8:00am – 4:30pm (summer) Hours may vary based on operational needs.
Job Type	Full-time
Campus	Syracuse, NY
Unionized Position Code	Not Applicable

Job Description The School of Information Studies (iSchool) seeks a Research Administration Analyst to serve in a new role. Reporting to the Director of Finance and Administration, the analyst will support important research work across the iSchool. The ideal candidate has excellent analytical, writing, and interpersonal skills, an attention to detail, and a commitment to the principles of justice, equity, diversity, and inclusion.

The Research Administration Analyst will assist with the following:

- Anticipating and resolving any administrative challenges that arise throughout grant lifecycles to ensure compliance and maximize efficiency.
- Collaborating with the Office of Sponsored Programs on faculty grant proposals.
- Assisting with fiscal administration and financial reporting of research grants in concert with the iSchool's finance team and the Office of Sponsored Accounting.

The successful candidate will cultivate positive and productive relationships with stakeholders across Syracuse University. Additionally, the Research Administration Analyst will provide support for school-level research offerings; assist with trainings, workshops, and events; and collaborate with research administrators across the University to achieve best practices in proposal development and grants management.

Qualifications

- Bachelor's degree required. Two to four years of experience in grants management or research/sponsored programs administration in an academic or similar environment

- preferred.
- Budget or financial analysis experience required; some exposure to proposal development or grant-writing preferred.

Job Specific Qualifications

The Analyst must work efficiently and effectively under strict timelines, manage a variety of tasks and projects, and handle sensitive information. Other traits needed include the following:

- Strong organizational, time-management, and communication skills.
- Attention to detail and the ability to learn and navigate various software programs and University systems.
- Values collaboration across identities, roles, and levels.
- Anticipates challenges and proposes creative solutions.

Responsibilities

Assists with grant proposals to ensure complete and on-time submission by collaborating with faculty, staff, the Office of Sponsored Programs, and other University departments as necessary. Prepares grant application components and internal documentation. Helps develop project budgets considering sponsor and University policies, including coordinating across schools and colleges and across institutions to support collaborative projects. Navigates sponsor submission systems and guides Internal Routing & Review form data and approvals. Interprets sponsor guidelines and University policies for faculty and staff and maintains knowledge of existing laws, policies, and procedures necessary to comply with Federal, State, University, and sponsor regulations concerning grants and contracts.

Provides support and assistance for the fiscal administration and financial reporting of research grants in partnership with principal investigators, the Office of the Vice President for Research, the Office of Sponsored Accounting, and the Office of Sponsored Programs. Supports project start-up including new-award meeting, confirming assurances of compliance, and coordinating staffing including graduate assistantships. Monitors regulatory compliance of grant-funded projects in partnership with the Office of Research Integrity and Protections. Assists with post-award fiscal activities such as invoicing, reconciliation, and travel/expense reimbursement. Prepares monthly and quarterly internal reports; performs review and long-range forecasting to ensure effort distributions and expenditures are appropriate and on-schedule. Monitors schedules for sponsor-required reporting, including interim progress reports and final reports, and assists in completing those reports as necessary.

Coordinates and collaborates with research administrators in other units on campus and the central offices of the VPR, Sponsored Programs and Sponsored Accounting to develop and submit proposals and to manage awards according to best practices. Participates in monthly meetings and other initiatives of the iSchool Research committee, including professional development and process-enhancement efforts.

Provides support for School-level research endeavors. Provides programmatic assistance for trainings, workshops, and other events. Assists in building and supporting an iSchool Research home page on Answers as a robust repository of resources for identifying internal and external funding sources, writing and submitting grant applications, and managing awards.

Participates in iSchool meetings and events, including staff and committee meetings and research seminars and speaker series. Participates in professional development activities, including on-campus training, meetings and workshops, and participation in webinars/other online training mechanisms.

Physical Requirements

Not Applicable

Tools/Equipment

Not Applicable

Application Instructions

In addition to completing an online application, please attach a resume and cover letter.

About Syracuse University

Syracuse University is a private, international research university with distinctive academics, diversely unique offerings, and an undeniable spirit. Located in the geographic heart of New York State, with a global footprint, and over 150 years of history, Syracuse University offers a quintessential college experience.

The scope of Syracuse University is a testament to its strengths: a pioneering history dating back to 1870; a choice of more than 200 majors, 100 minors, and 200 advanced degree programs offered across the University's 13 schools and colleges; over 15,000 undergraduates and over 6,000 graduate students; more than a quarter of a million alumni in 160 countries; and a student population from all 50 U.S. states and 123 countries. For more information, please visit <http://www.syracuse.edu>.

About the Syracuse area

Syracuse is a medium-sized city situated in the geographic center of New York State approximately 250 miles northwest of New York City. The metro-area population totals approximately 500,000. The area offers a low cost of living and provides many social, cultural, and recreational options, including parks, museums, festivals, professional regional theater, and premier shopping venues. Syracuse and Central New York present a wide range of seasonal recreation and attractions ranging from water skiing and snow skiing, hiking in the Adirondacks, touring the historic sites, visiting wineries along the Finger Lakes, and biking on trails along the Erie Canal.

EEO Statement

Syracuse University is an equal-opportunity, affirmative-action institution. The University prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, veteran status, or any other status protected by applicable law to the extent prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs, services, and activities.

Commitment to Supporting and Hiring Veterans

Syracuse University has a long history of engaging veterans and the military-connected community through its educational programs, community outreach, and employment programs. After World War II, Syracuse University welcomed more than 10,000 returning veterans to our campus, and those veterans literally transformed Syracuse University into the national research institution it is today. The University's contemporary commitment to veterans builds on this historical legacy, and extends to both class-leading initiatives focused on making an SU degree accessible and affordable to the post-9/11 generation of veterans, and also programs designed to position Syracuse University as the employer of choice for military veterans, members of the Guard and Reserve, and military family members.

Commitment to a Diverse and Inclusive Campus Community

Syracuse University maintains an inclusive learning environment in which students, faculty, administrators, staff, curriculum, social activities, governance, and all other aspects of campus life reflect a diverse, multi-cultural, and international worldview. The University community recognizes and values the many similarities and differences among individuals and groups. At Syracuse, we are committed to preparing students to understand, live among, appreciate, and work in an inherently diverse country and world made up of people with different ethnic and racial backgrounds, military backgrounds, religious beliefs, socio-economic status, cultural traditions, abilities, sexual orientations and gender identities. To do so, we commit ourselves to promoting a community that celebrates and models the principles of diversity and inclusivity.

Quick Link

<https://www.sujobopps.com/postings/102324>

Job Posting Date

11/02/2023

Application Deadline**Full Consideration By****Job Category**

Staff

Message to Applicants

Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).