

Org chart/Introductions. Description of the position, roles of the team

Tell us about your background, your current position responsibilities and why you are exploring moving to this new position.

What do you enjoy most about your current job? What do you least like? Can you give us examples?

Share an experience when you had to explain a complicated policy to a faculty member that required their compliance. How did you help the faculty member meet the goals of the project while keeping them in compliance?

How do you provide projections to faculty? What tools do you use and how do you get the information to the faculty?

To get to know you a little, please describe yourself in three words. Give an example to support each of those words.

How do you go about ensuring quality when there are time pressures? Describe a time where you have managed to produce quality work when you were under pressure.

Can you tell me about a recent project or process that you made better, faster or more efficient?

Give an example of a mistake you made. What did you learn from it?

Tell me about your experience with setting up contracts as well as subawards and subrecipient monitoring.

Tell me how you would go about finding an answer to something a PI has asked that wasn't in their original budget and as far you know it hasn't come up before. The PI's project is federal sponsor.

Describe a situation where you had to work with a difficult person. How was the person difficult and how did you handle it?

We get requests for information from deans and department heads sometimes on short notice and without clear direction. What experience do you have pulling together and analyzing information to provide and/or make a recommendation to leadership?

What questions do you have for us? We plan to make a decision in the next two weeks. What do you think is a reasonable amount of notice at your current job? Or any other issues that would affect your availability?