

# Pre and Post Award Manager

## Posting Details

### Posting Information

<b>Posting Number</b>	PG194177EP
<b>Internal Recruitment</b>	No
<b>Working Title</b>	Pre and Post Award Manager
<b>Anticipated Hiring Range</b>	\$73,000 - \$78,000
<b>Work Schedule</b>	Monday-Friday 8:00am-5:00pm (Hybrid flexible work arrangement possible)
<b>Job Location</b>	Raleigh, NC
<b>Department</b>	Integrated Support Service Center (ISSC)
<b>About the Department</b>	<p>The Office of Research and Innovation (ORI) is the primary administrator of NC State's research enterprise. It supports the university's research, scholarship and creative activities by promoting collaborative research and an innovative environment.</p> <p>The Integrated Support Service Center (ISSC), within ORI, delivers a full array of administrative, business, financial, and research administration services for ORI, Core Facilities and other units. ISSC functions as college level research administration and is significantly complex given the across-OUC and interdisciplinary nature of the work, as well as the multiple and varied clients across the university.</p> <p>These shared services include but are not limited to:</p> <ul style="list-style-type: none"><li>• Research proposal and award management services: pre and post-award project administration as well as fiscal and accounting services custom tailored to fit client needs.</li><li>• Strategic Research Fund investment, management and record keeping. These services financially support Provost Faculty Start-Up and Retention Equipment Acquisition, Cost Share (contractual and voluntary), Core Facilities, Seed fund programs, Research Development, etc.</li><li>• General accounting, budget management and financial services, and Research Planning and Reporting</li></ul> <p>The effective operation of the ISSC division involves strategic alliances and interactions with other university units such as the offices of the Provost, Finance and Administration, individual Research Administration offices and programs, as well as directly with principal investigators.</p>
<b>Wolfpack Perks and Benefits</b>	<p>As a Pack member, <a href="#">you belong here</a> and can enjoy <a href="#">exclusive perks</a> designed to enhance your personal and professional well-being.</p> <p>What we offer:</p> <ul style="list-style-type: none"><li>• <a href="#">Medical, Dental</a>, and <a href="#">Vision</a></li><li>• <a href="#">Flexible Spending Account</a></li><li>• <a href="#">Retirement Programs</a></li><li>• <a href="#">Disability Plans</a></li><li>• <a href="#">Life Insurance</a></li><li>• <a href="#">Accident Plan</a></li><li>• <a href="#">Paid Time Off and Other Leave Programs</a></li><li>• <a href="#">12 Holidays Each Year</a></li><li>• <a href="#">Tuition</a> and <a href="#">Academic Assistance</a></li><li>• <a href="#">And so much more!</a></li></ul> <p>Attain Work-life balance with our <a href="#">Childcare</a> benefits, <a href="#">Wellness &amp; Recreation Membership</a>, and <a href="#">Wellness Programs</a> that aim to build a thriving wolfpack community.</p> <p><i>Disclaimer: Perks and Benefit eligibility is based on Part-Time or Full-Time Employment status. Eligibility and Employer Sponsored Plans can be found within each of the links offered.</i></p>

## Essential Job Duties

This position will serve as the pre-award proposal development and post award financial management for ORI and non-ORI clients. This position will need strong organizational and time management skills. Will also need to think creatively and innovatively about ways to improve current processes. This is a hybrid position with the expectation of at least 2 days per week in the office. This position is contingent upon the continuing availability of funding, with funding availability expected through June 30, 2027.

Duties will include, but are not limited to:

### **Post-Award Financial and Administrative Management:**

- Review new awards with principal investigators and staff, ensuring proper understanding of terms.
- Coordinate award setup, including salary distributions and cost share setup in TEARS.
- Initiate internal fund distributions and chartfield segment requests to establish segments in other departments.
- Monitor expenditures monthly for allowability and alignment with budget and performance period.
- Review, approve, and audit financial transactions charged to sponsored accounts.
- Conduct monthly account reviews to ensure spending is allowable and within the University, State, and Federal guidelines. Consult with clients on budget changes and initiate re-budgeting or modification requests as needed. Ensure that the spend projection makes sense in accordance with the period of performance.
- Independently work with units to assess any potential changes that may need to be made to a project. Consult on and initiate prior approval requests such as changes in PI, no-cost extensions, re-budgeting, and subawards through the Project Modification Request (PMR) system.
- Monitor project end dates; support timely and accurate project closeouts and submit to Contracts and Grants.
- The individual in this position should possess knowledge of university, state and federal regulations regarding sponsored programs, and be able to provide consultation based on this knowledge.

### **Client Support and Regulatory Compliance:**

- Serve as the primary point of contact for ORI and non-ORI clients, providing expert consultation on university, state, and federal sponsored programs regulations.
- Advise on complex or ambiguous issues and ensure program accountability and compliance.
- Collaborate with central offices to resolve policy or procedural issues.
- Convey sensitive information or decisions to clients.
- Ensure cost share setup and tracking (effort and non-effort) is complete and accurate.
- Maintain up-to-date knowledge of relevant policies, procedures, and best practices.

### **Professional Collaboration and Strategic Advising:**

- Develop and maintain strong working relationships with faculty, staff, and university offices.
- Promote the use of best practices and facilitate mutual understanding across departments.
- Support strategic planning and development of sponsored program initiatives.
- Share knowledge to build capacity and improve decision-making across the unit.
- Serve as TEARS coordinator and college-level approver for PMRs and closeouts as needed.

### **Proposal Development and Pre-Award Administration:**

- Review and interpret sponsor guidelines (RFPs, NOFOs, solicitations) and provide guidance to faculty and staff.
- Assist clients in budget development and completion of proposals, including submissions via sponsor portals.
- Assist clients with routing proposals through the internal Proposal Information Navigation System (PINS) for approval.
- Coordinate with other college research offices for collaborative proposals.
- Ensure timely and accurate final submission of proposals to sponsors.

### **Data Analysis, Reporting, and Continuous Improvement:**

- Conduct monthly account reviews and spending projections.
- Analyze financial data and project performance to identify issues or discrepancies.
- Run reports to forecast project closeouts and compliance timelines.
- Develop and monitor internal schedules, databases, and reports to track proposal and award activity.

	<ul style="list-style-type: none"> <li>Recommend and implement process improvements to enhance efficiency and service quality.</li> </ul>
<b>Other Responsibilities</b>	Other duties as assigned.
<b>Qualifications</b>	
<b>Minimum Education and Experience</b>	<p>Requires post-baccalaureate credentials plus 2-4 years experience; a bachelor's degree plus 3-5 years experience may be substituted for the advanced degree on an exceptional basis.</p> <p><i>All degrees must be received from appropriately accredited institutions.</i></p>
<b>Other Required Qualifications</b>	<ul style="list-style-type: none"> <li>Strong skills in business productivity software tools e.g. Microsoft Excel, GOOGLE etc along with an aptitude for quickly adopting the use of new technology software</li> <li>Excellent communication skills (verbal and written)</li> <li>Strong organizational and analytical skills with the flexibility to manage multiple competing priorities in a dynamic environment while maintaining high attention to detail.</li> <li>Ability to optimize financial systems and processes for efficiency, accuracy, and timeliness with a strong sense of urgency and results orientation.</li> <li>Proven integrity and sound judgment with the ability to make independent decisions, exercise discretion, and interpret a wide range of policies and procedures.</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum of three years' experience in pre- and post-award management</li> <li>Certified Research Administrator (CRA) credentials</li> <li>Experience working within a university or higher education environment</li> <li>Proven ability to manage diverse funding sources, including state-appropriated, discretionary, and sponsored funds</li> <li>Experience designing and implementing business processes to improve efficiency and compliance</li> </ul>
<b>Required License(s) or Certification(s)</b>	N/A
<b>Valid NC Driver's License required</b>	No
<b>Commercial Driver's License required</b>	No
<b>Recruitment Dates and Special Instructions</b>	
<b>Job Open Date</b>	09/29/2025
<b>Anticipated Close Date</b>	Open until filled.
<b>Special Instructions to Applicants</b>	Please include a cover letter, resume and contact information for at least three professional references.
<b>Position Details</b>	
<b>Position Number</b>	00102235
<b>Position Type</b>	EPS/SAAO
<b>Full Time Equivalent (FTE) (1.0 = 40 hours/week)</b>	1.0
<b>Appointment</b>	12 Month Recurring
<b>Mandatory Designation - Adverse Weather</b>	Non Mandatory - Adverse Weather
<b>Mandatory Designation - Emergency Events</b>	Non Mandatory - Emergency Event

<b>Department ID</b>	068001 - ORI ISSC
<b>EEO</b>	<p>NC State University is an equal opportunity employer. All qualified applicants will receive equal opportunities for employment without regard to age, color, disability, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation, and veteran status. The University encourages all qualified applicants, including protected veterans and individuals with disabilities, to apply. Individuals with disabilities requiring disability-related accommodations in the application and interview process are welcome to contact 919-513-0574 to speak with a representative of the Office of Equal Opportunity.</p> <p>If you have general questions about the application process, you may contact Human Resources at (919) 515-2135 or <a href="mailto:workatncstate@ncsu.edu">workatncstate@ncsu.edu</a>.</p> <p>Final candidates are subject to criminal &amp; sex offender background checks. Some vacancies also require credit or motor vehicle checks. Degree(s) must be obtained prior to start date in order to meet qualifications and receive credit.</p> <p>NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.</p>

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you learn of this opportunity?

- NCSU Website
- NCSU Executive Search Services
- Monster.com
- CareerBuilder.com
- InsideHigherEd.com
- Other Online Job Board
- Carolina Job Finder / Employment Guide
- Job / Career Fair
- The Chronicle of Higher Education
- HERC
- Professional Journal
- Print Advertisement (Newspaper / Periodical)
- Professional Organization
- Direct Contact from NCSU HR Representative / Recruiter
- NCSU Employee Referral
- Social Media (LinkedIn, Twitter, Facebook, Other)
- Other

2. If you learned about this vacancy from "other source" or "other website", please provide the source.

(Open Ended Question)

3. \* Please briefly describe your experience in contracts and grants management. Include relevant experience preparing and processing proposals including generating budgets and justifications, pre- and post-award management of fiscal activities, monitoring cost-sharing and research effort, and project reconciliations.

(Open Ended Question)

4. \* In which areas of Research Administration do you consider yourself to be a specialist, and how do you envision being able to utilize your experience within ORI?

(Open Ended Question)

## Application Materials Required

### Required Documents

1. Resume
2. Cover Letter
3. Contact Information for References

### Optional Documents