Pre and Post Award Manager

Posting Details

Posting Information

Posting Number	PG194466EP
Internal Recruitment	No
Working Title	Pre and Post Award Manager
Anticipated Hiring Range	$73,000 - $77,000
Work Schedule	Monday-Friday 8:00am-5:00pm; this role requires at least two days a week in the office, flexible work hours also available, all at the discretion of the supervisor.
Job Location	Raleigh, NC
Department	Integrated Support Service Center

About the Department

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.

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.

These shared services include but are not limited to:

- 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.
- 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.
- General accounting, budget management and financial services, and Research Planning and Reporting

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.

Wolfpack Perks and Benefits

As a Pack member, **you belong here,** and can enjoy **exclusive perks** designed to enhance your personal and professional well-being. As you consider this opportunity, we encourage you to review our **Employee Value Proposition** and learn more about what makes NC State the best place to learn and work for everyone.

What we offer:

- **Medical**, **Dental**, and **Vision**
- **Flexible Spending Account**
- **Retirement Programs**
- **Disability Plans**
- **Life Insurance**
- **Accident Plan**
- **Paid Time Off and Other Leave Programs**
- **12 Holidays Each Year**
- **Tuition** and **Academic Assistance**
- **And so much more!**

Attain Work-life balance with our **Childcare** benefits, **Wellness & Recreation Membership**, and **Wellness Programs** that aim to build a thriving wolfpack community.

Essential Job Duties

The **Pre- and Post-Award Manager** supports sponsored research activity for ORI and non-ORI clients by coordinating proposal development and managing the financial administration of sponsored projects. In this role, you will partner with faculty and staff to guide proposal preparation, manage project finances after award, and interpret university, state, and federal regulations governing sponsored programs. You will help ensure sponsored projects are administered accurately, compliantly, and in alignment with sponsor requirements through financial oversight, proposal coordination, and client consultation.

Key Responsibilities fall within the following 4 functional areas:

Sponsored Project Financial Management (Post-Award):

- Review new awards with principal investigators and staff to confirm understanding of award terms and financial expectations.
- Coordinate award setup, including salary distributions, cost share setup, and chartfield requests.
- Monitor project expenditures and financial activity to ensure allowability and alignment with budgets and project timelines.
- Conduct regular account reviews, approve transactions, and address discrepancies or compliance concerns.
- Support project modifications such as re-budgeting, no-cost extensions, PI changes, and subawards through the PMR system.
- Monitor project end dates and support timely and accurate award closeout in coordination with Contracts and Grants.

Proposal Development and Pre-Award Administration:

- Review sponsor guidelines and provide guidance to faculty and staff on proposal requirements.
- Assist with proposal budgets and submission materials.
- Coordinate proposal routing through internal approval systems and sponsor portals.
- Partner with other college research offices on collaborative proposals.
- Ensure proposals are submitted accurately and on time.

Client Consultation, Compliance, and Collaboration:

- Serve as a primary point of contact for ORI and non-ORI clients on sponsored programs administration.
- Provide guidance on university, state, and federal regulations governing sponsored projects.
- Advise on complex or unclear situations and coordinate with central offices to resolve policy or procedural issues.
- Communicate important compliance requirements, decisions, and updates to faculty and staff.
- Maintain strong collaborative relationships across departments and research administration partners.

Data Analysis, Reporting, and Process Improvement:

- Conduct financial analysis and spending projections to support project planning and compliance.
- Generate reports to track proposal activity, award status, and project timelines.
- Maintain internal tracking tools, schedules, and documentation related to sponsored projects.
- Identify opportunities to improve processes, reporting, and service delivery.

If you are a detail-oriented research administrator who enjoys partnering with faculty, managing complex financial information, and navigating sponsored program requirements, we encourage you to apply.

Other Responsibilities

In addition to the core responsibilities of this role, there may be occasional opportunities to take on additional duties. This offers an opportunity to build on your skills, explore new areas, and gain a deeper understanding of the department's operations.

Qualifications

Minimum Education and Experience

Bachelor's degree and one year of experience related to the area of assignment; or equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Other Required Qualifications

- Proficiency with business productivity tools (e.g., Microsoft Excel, Google Workspace) and the ability to quickly learn new systems and technology.
- Strong written and verbal communication skills with the ability to convey complex information clearly.
- Ability to manage multiple priorities in a dynamic environment while maintaining organization, accuracy, and attention to detail.
- Analytical skills with the ability to interpret financial information and support accurate, timely financial processes.
- Sound judgment with the ability to work independently, exercise discretion, and interpret policies and procedures.
- High level of integrity, dependability, and accountability in managing work and deadlines.

Preferred Qualifications

- Minimum three years of experience in pre- and post-award research administration.
- Certified Research Administrator (CRA) credential.
- Background working in higher education and managing multiple fund types, including state appropriated, discretionary, and sponsored funds.
- Demonstrated involvement in business process implementation or improvement initiatives.

Required License(s) or Certification(s)

N/A

Valid NC Driver's License required

No

Commercial Driver's License required

No

Recruitment Dates and Special Instructions

Job Open Date

03/19/2026

Anticipated Close Date

04/02/2026, if posting is still active, we are accepting and reviewing applications

Special Instructions to Applicants

Please include a cover letter, resume and contact information for at least three professional references.

Position Details

Position Number

00108014

Position Type

EPS/SAAO

Full Time Equivalent (FTE) (1.0 = 40 hours/week)

1.0

Appointment

12 Month Recurring

Mandatory Designation - Adverse Weather

Non Mandatory - Adverse Weather

Mandatory Designation - Emergency Events

Non Mandatory - Emergency Event

Department ID

068001 - ORI ISSC

EEO

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.

If you have general questions about the application process, you may contact Human Resources at (919) 515-2135 or **workatncstate@ncsu.edu**.

Final candidates are subject to criminal & 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.

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.

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