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# Example of Research Administration Job Description

Our growing company is searching for experienced candidates for the position of research administration. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for research administration

* Review and process Animal Component of Research Protocol (ACORP) pertaining to procedures and personnel on the animal research protocol to ensure compliance with regulations
* Assist with compliance monitoring, including employee health, training, and security records
* Coordinate daily operational affairs including mail, correspondence, calendaring and scheduling of procedural/imaging/surgery rooms and accordance and compliance of animal health condition and health status from housing rooms
* Maintain all documentation (hardcopy and electronic) for the VMU service
* Maintain records for all animal research related equipment, including certification and inventory lists
* Enter and track engineering and maintenance work orders through the VISTA system
* Build and maintain a collaborative, results-oriented research administration team
* Establish strong communications and working relationships with College leadership
* Manage and provide training and mentoring to all staff members in ERAS
* Set individual and team goals and objectives, and manage performance

## Qualifications for research administration

* Ability to and interest in work in an animal research setting / environment
* Ability to track and follow up on information, paperwork
* A bachelor’s degree in Healthcare Administration, Public Health, Business Administration, or other related field is required, while preference will be given to those with an applicable Master’s degree
* Experienced with grant-award administration and compliance
* Develop and implement team-building strategies
* Monitor and distribute ERAS team workload based on volume and complexity