



Example of Research Administration Job Description

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Our company is growing rapidly and is hiring for a research administration. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for research administration

- Responsible for grant administration, including developing, evaluating, implementing and amending grant policies, procedures, processes and controls as necessary to attract grant funding and administer operational, financial, and compliance aspects of grant awards
- Develop and provide training and education to all research grant stakeholders necessary to support CIRI and MBO compliance with applicable federal and state laws and regulations, including but not limited to HHS/NIH regulations and guidance
- Work closely with Sponsored Projects, Contracting, and other central partners on the implementation of new research administration policies and practices
- Act as submitter for Buy@Duke and department reviewer for online travel and miscellaneous reimbursements
- Support business operations and strategic planning with analysis and recommendations based on data
- Completes detailed reconciliations of all sponsored project for research faculty Identify the need for cost transfers from budget reconciliation
- Cultivate effective grants submission strategies that lead to successful awards
- Partner with faculty and research teams to identify unique funding sources
- Coordinate grant development for complex Center-wide research applications
- Engage in proposal development activities, interpret and explain funding

Qualifications for research administration

- Bachelor's degree and seven years of research administration experience in a University or other research setting
- Ability to prepare, analyze, and revise detailed proposal budgets
- In-depth knowledge of federal and sponsor regulations governing grant and contract administration, including the Uniform Administrative Requirements for cost principles and audit regulations for federal awards, formerly OMB Circulars A-21, A-110, and A-133
- Level of maturity and experience sufficient to earn the trust and respect of constituents and cultivate collaboration
- Ability to work under pressure with constantly changing priorities and deadlines
- Exceptional oral and written communication skills, as demonstrated by the ability to articulate ideas, thoughts, and information in a logical manner and sequence to summarize complex issues clearly, especially pertaining to proposals and contracts