Job Title: Research Programs Manager

Job ID: 19936

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island of the City University of New York seeks a highly motivated, collaborative, and innovative individual to join the Office of Sponsored Programs and Research. Reporting directly to the Associate Provost of Graduate Studies, Research and Institutional Effectiveness, the Research Programs Manager will provide professional guidance and support to faculty and staff in the development and submission of proposals and the subsequent management of awards and contracts including liaising with the Research Foundation of The City University of New York. An ideal candidate will have experience relating to grant solicitations and submissions, and post-award management processes, including contracts, or be willing to undertake further training in specialist areas. This position will provide opportunities for growth and advancement.

In addition to the CUNY Title Overview duties, additional duties and responsibilities include but are not limited to the following:

- Assist faculty and staff in preparing proposals for submission, including budget development and compliance with sponsor guidelines.
- Submit timely grant applications and/or contract proposals following appropriate institutional and compliance approvals; and track proposals and awards.
- Assist faculty and staff in post-award grant management including summer salaries, appointments, and reporting.
- Organize and disseminate information relating to grant-related workshops and training opportunities for faculty and staff.
- Assist with the maintenance of inter- and intranet websites.
- Provide updates to the campus community on changes in Federal and Sponsor funding guidelines, track funding deadlines, assist with the management of limited opportunity submissions.
- Prepare and provide reports and information as requested by senior college leadership.
- Other duties as required.

QUALIFICATIONS

Bachelor's degree and six years' related experience required.

Preferred qualifications include:
- Master’s degree
- Excellent written and oral communications skills; exceptional level of attention to detail and accuracy; strong quantitative skills
- Mastery of computer applications and web-based tools
- Experience with online submission software (e.g., grants.gov) and/or data bases (e.g., Access) preferred
- Knowledge and/or experience of CUNY Research Foundation processes.

CUNY TITLE OVERVIEW

Manages College research programs and provides support for related compliance activities.

- Administers various aspects of research programs including submission reviews, compliance education, and project protocols
- Provides administrative support and guidance to researchers and administrators with regards to applicable federal, state, local, University, and College regulations, laws, and policies
- Ensures investigators and key personnel complete required training
- Delivers or oversees educational training on research and related activities such as research subject rules and protocols, research compliance and integrity, etc.
- Monitors research subject care and use to ensure safety measures are met
- Serves as primary contact with other College departments and external organizations on research program needs and activities
- Collects information on, monitors, and reports on the advancement and completion of research projects and compliance
- May administer grant funds, prepare proposals, and research potential funding sources
- May manage program administrative and clerical staff
- Performs related duties as assigned.

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

--Extended—
January 15, 2019

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.