

Institution Name	Harvard School of Engineering and Applied Sciences (SEAS)
Department Name	Research Administration
Job Title	Assistant Director of Research Administration
Job Description	<p>Harvard SEAS is growing!</p> <p>Reporting to Assistant Dean of Research Administration, the Assistant Director is a key player within the SEAS research administration office. The Assistant Director manages a group of Senior Grants and Contracts specialists who assist faculty members and researchers in the full life cycle of sponsored administration from pre- to post-award administration with the goal to consistently improve timely, high quality, and compliant sponsored research administrative services. The Assistant Director will also manage his/her own portfolio of a limited number of PIs. The Assistant Director of Research Administration will:</p> <ul style="list-style-type: none"> *Supervise and coach three to four exempt level staff and coordinate the management of their account portfolios, including budget development, monitoring, reconciliation, compliance, and variance analysis, as well as financial processing. *Be responsible for developing and maintaining staff competencies and individual performance development plans to enable them to provide comprehensive financial services and assure regulatory compliance. *Provide technical leadership to team members to ensure compliance with sponsors, university and any other applicable guidelines. *As a portfolio manager for specific faculty members, work closely with PIs to provide guidance on grant submissions and fiscal management of their awards. *Serve as a point of contact for PIs and lab members on proposal preparation, budget creation, grant portfolio financial/budget questions, and sponsored research guidelines and procedures, financial analysis, spending plan, and burn rate. Ensure that proposals meet sponsors' and the School's submission requirements. *Oversee effort reporting for faculty and staff. *Oversee approval of financial transactions (payroll, travel, purchasing, etc.) for his/her team and ensure compliance. *Identify policies, processes and procedures needing refinement and/or enhancement and work with the Assistant Dean of Research Administration to formalize and/or refine existing processes and procedures. *Represent SEAS at university committee(s) or sub-committee(s) as needed. Disseminate information to keep SEAS current on new development(s) and critical issues.
Qualifications	<p>Master's degree preferred.</p> <p>Bachelor's degree required and a minimum of 7 years working with pre- and post-award processes at a university or hospital environment.</p> <p>Advanced knowledge of and direct experience in sponsored research especially in the pre-award portion of the award life cycle, general knowledge of laws, regulations and policies</p>

	<p>relating to the protection of human subjects, animal welfare, intellectual property, cost accounting standards and export control. Must be familiar and have experience working with non-federal and federal sponsors and well-versed in current issues in sponsored research administration.</p> <p>High level of competency in the use of and training for the electronic proposal submission systems. Commitment to customer service while effectively balance service with regulatory compliance.</p> <p>Excellent computer skills, including data management and spreadsheet software such as Excel.</p> <p>Superior written and oral communication skills with the sensitivity to deal effectively and diplomatically with different opinions, objectives and backgrounds.</p> <p>Demonstrated success in supervising staff, experience in problem solving and dispute resolution.</p> <p>Proven ability to work in a complex environment, capable of taking an assignment from project design to final presentation with a minimum of supervision.</p> <p>Knowledge of Harvard systems and Oracle financial applications a plus.</p>
Email address of contact	stan@seas.harvard.edu
Website for applications to be submitted	https://jobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerID=25240&siteID=5341&AReq=25491BR
Job or Requisition No. (Optional)	25491BR
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