

Institution Name	The Wyss Institute for Biologically Inspired Engineering at Harvard University
Job Title	Senior Research Officer
Job Description	<p>The mission of the Wyss Institute for Biologically Inspired Engineering at Harvard University is to transform human healthcare and the environment by emulating the way nature builds. Developed as an alliance between Harvard and other premier academic and clinical partner institutions, Institute faculty and staff collaborate in high-risk, fundamental research and science-driven technology development. A major focus of the Institute is to translate the technologies developed by its faculty and staff into commercial products and therapies through collaborations with clinical investigators and establishment of corporate alliances. For more information, visit: http://wyss.harvard.edu/.</p> <p>The Wyss Institute for Biologically Inspired Engineering at Harvard University seeks a talented and enthusiastic individual to join our growing community as a Senior Research Officer. As a manager of sponsored projects, this individual will administer pre- and post-award aspects of a complex portfolio for interdisciplinary faculty whose funding sources range from NSF, DoD, DOE, NIH, ONR and other federal and private sources. She/he will work closely with faculty to submit proposals, create budgets, authorize and approve expenditures, review of monthly, quarterly and annual financial reports, forecast financial scenarios, and make sound recommendations for spending plans. The Senior Sponsored Projects Specialist will work independently in a small and cohesive team environment and in collaboration with PIs, faculty assistants, Harvard Medical School's Sponsored Programs Administration, and other members of the Wyss Institute and Harvard University community. S/he will provide expert customer service to a broad customer base on a wide range of very complex pre- and post-award, sponsored and compliance issues. Day-to-day duties include proposal development and submission; expenditure review for compliance with federal, sponsor and University policies; and identifying and problem solving for issues that arise throughout the lifecycle of each sponsored project.</p> <p>The pre-award responsibilities include identifying and disseminating funding opportunities, proposal and budget development, application submission, and interaction with the Harvard Medical School, Sponsored Programs Administration.</p> <p>Post-award duties include monthly budget and expenditure reconciliation; interpreting financial policies and applying best accounting practices in order to effectively communicate financial reporting to Principal Investigators, sponsors and HMS, Sponsored Programs Administration.</p> <p>This position will use a high degree of judgment and problem solving skills to communicate and apply Institute, University and sponsor guidelines throughout the life cycle of external funding. As well as assist with the design, implementation and ongoing utilization of a grants management infrastructure to efficiently and effectively support research activities throughout the Wyss Institute. The individual will be working closely with Wyss faculty, engineers and staff scientist, as well as University administration requiring excellent written and verbal communications.</p>
Qualifications	<p>Basic Qualifications: Bachelor's degree, with a minimum of 5 - 7 years of experience in grants management or related field required. Advanced education may count towards experience.</p> <p>Additional Qualifications: Working knowledge of the federal circulars: A-21, A-110, FAR; NIH policies and procedures; NSF policies, procedures and FASTLANE; and current issues in sponsored research administration. The ideal candidate is self-directed, can prioritize duties and meet multiple deadlines. Need to be able to use a high degree of judgment; and need to</p>

	<p>be able to make sound independent decisions. High level of attention to detail and ability to multitask is required. Strong written and oral communication skills essential in a fast pace team environment. Need to be able to work independently with minimal supervision, and handle complex and confidential information with discretion. Computer competency requiring spreadsheet and database software required. Desire and aptitude to learn complex data query tools required. Prefer candidates will have passed the CRA examination, willing to take the CRA or document participation other sponsored projects training.</p> <p>Familiarity with Harvard's grants management systems and policies is desirable. Internal candidates are encouraged to apply. Desire and willingness to assume increasing responsibilities, help develop streamlined processes, build better business procedures, develop/modify policy, and anticipate impact new policy may have on different audiences. Flexibility and a mindset of getting things done are very important. Ability to function in an entrepreneurial setting is essential.</p>
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Job or Requisition No. (Optional)	25783
Date Posted	1-12-2012