

Institution Name	Harvard School of Public Health
Department Name	Sponsored Programs Administration Department
Job Title	Associate Director of International Research Administration
Job Description	<p>The Director will provide leadership, advice and support to the research community on matters related to international research and education. Serves as a focal point for questions and issues that require resolution at the department, school or university level. Establishes relationships with School and University offices that play a role in the support or oversight of international projects. Contributes to and supports a team environment. May staff or participate in school wide or university committees.</p> <p>Customer Service:</p> <ul style="list-style-type: none"> • Provides outstanding service that is consistent with established standards and best practices • Actively works to assist team members as needed to meet customers' needs • Serves as a point of triage for international service and support issues that require interaction with university offices including: Campus Services International Office, OGC, OHR and Provost's Office • Builds relationships within the full breadth of the research community • Prioritizes work based on an understanding of customer needs and expectations • Increases communication and awareness of available resources for international proposals and projects • Works with P.I.s and research administration staff to plan for financial and administrative issues including: due diligence and monitoring of foreign partners, STOA/LTOA processes and reconciliation, wire transfers, currency conversions and fluctuations, registration and reporting requirements to conduct business in foreign countries <p>Proposal Development:</p> <ul style="list-style-type: none"> • Assists P.I.s and department staff with early development of international proposals to identify issues that may become problematic at the Provost, CIPS, or UCIPS review stages. Issues could include (but are not limited to): -Any issue identified in either the Provost's or UCIPS review criteria -Due diligence on local partners including sub-contractors -Capital equipment purchases • Works with OHRA and SPA to ensure elements of international program administration are coordinated and communicated (e.g. MOU's, Export control questions) <p>Negotiation:</p> <ul style="list-style-type: none"> • Serves as expert resource for determining the optimal structure of relationships/agreements (E.g. sponsored research, service agreement, collaboration agreement) <p>Awards & Agreements Management and Compliance:</p> <ul style="list-style-type: none"> • Works with Human Resources to ensure that information, policies and processes are in place with the respect to deploying, or hiring staff to work outside of the U.S., including: local employment laws, Visa requirements, tax issues, benefits and access to university resources and services
Qualifications	<p>Basic Qualifications:</p> <p>Bachelor's Degree required with 10 plus years of research administration experience predominantly in a university setting, 5 years negotiation experience in a university</p>

	<p>setting. Must have 3+ years administration experience working with international research projects.</p> <p>Additional Qualifications:</p> <ul style="list-style-type: none"> • MBA preferred, Master's degree and/or Certified Research Administrator (CRA), MBA preferred • Experience with Harvard/SPH policies (GMAS/Wasabi) preferred • Sponsored Research and/or financial experience preferred • Excellent organizational skills required • Must be able to communicate orally and in writing complex situations in a simple to understand manner • Advanced excel experience required • Outstanding attention to detail required • Working knowledge of generally accepted academic principles preferred • Expert knowledge of pre- and post-award requirements and demands • Excellent analytical & judgment skills required • Excellent interpersonal skills and possess expert follow through capabilities • Demonstrated leadership and/or management skills required • Full understanding and mastery of the life cycle of a sponsored project • Extremely adept at working independently with minimal supervision as well as actively and consistently collaborating with others • Ability to apply OMB Circulars, CFR, FAR, DFAR, HHSAR, AIDAR in daily work load • Understanding of all related regulatory requirements such as IRB, IACUC, and Bio-safety • Ability to mentor, train, and supervise others of varying degrees of experience and expectations
Closing Date	2-29-2012
Contact Name	Caitlin O'Connor
Email address of contact	coconnor@hsph.harvard.edu
Website for applications to be submitted	http://www.employment.harvard.edu/
Job or Requisition No. (Optional)	Job Req. #25593