

Institution Name	Massachusetts Institute of Technology
Department Name	Office of Sponsored Programs
Job Title	Research Grant Administrator
Job Description	<p>The Office of Sponsored Programs (OSP) at MIT seeks candidates for the position of RESEARCH GRANT ADMINISTRATOR to perform high dollar and complex subaward administration for contracts, grants and cooperative agreements involving research and development.</p> <p>The successful candidate will ensure compliance in issuing and administering the subaward with MIT policies and procedures, the applicable governmental regulations, and terms and conditions of the prime award. The research grant administrator is responsible for the business relationship that exists between MIT and the subawardee related to subaward administration functions.</p> <p>Specific duties include interpreting, implementing and negotiating subaward terms and conditions; analyzing cost proposals; evaluating financial report information; executing subawards and modifications; monitoring invoice review and close-out process. Will assist in reviewing the FAR and OMB Circular regulations and changes to ensure Institute subawards' policy manual is in compliance and current. Will assist in providing guidance and training in the areas of negotiation techniques, interpretation and application of the prime award flow-downs and all other areas of subaward administration.</p>
Qualifications	<p>A Bachelor's degree, preferably in business, accounting, or finance or equivalent combination of education and experience. At least three years' experience in one or more aspects of sponsored program administration in a university environment is preferred. As well as experience with File Maker Pro, Excel and SAP. Must work well in a team environment.</p>
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