

Institution Name	Harvard University
Department Name	
Job Title	Sponsored Research Administrator
Job Description	<p>Reporting to the Assistant Manager of Research Administration, this position provides financial and grant management expertise and leadership to a subset of faculty that possesses challenging portfolios of federal and non-federal grants, subawards and contracts. Responsible for all pre- and post award management with primary responsibility for those activities which have a high degree of complexity. Pre-award responsibilities include grant proposal preparation, such as budget development, review of application requirements, required forms, and method of submissions, as well as other administrative aspects of the proposal process. Maintains interactions with Faculty of Arts and Sciences (FAS) Research Administrative Services (RAS) and Office for Sponsored Programs (OSP) to ensure compliance with FAS, University, and sponsor regulations. Responsibilities also include interpreting and administering university guidelines and sponsored research regulations and serving as principal source of information/guidance for faculty on complex administrative and fiscal policies and procedures. Serves as a liaison to FAS/RAS, OSP, department financial operations team, faculty, laboratory administrators, postdocs and graduate students. Post award duties include monthly monitoring of expenses for compliance with sponsor and university regulations; coordination of timely effort reporting, and progress reports; assisting OSP with review of financial reports required by sponsor; budget projections and accurate financial analysis and reporting, ensuring compliance with federal and university cost principles. Prepares multiple complex and varied financial reports (including ad hoc reports) that require selection, preparation and interpretation of data to present for use in planning and decision making. Approves purchases of equipment, and lab supplies in restricted budget categories. Manages confidential funding and personnel issues. Represents the Department on FAS and University-wide committees. Provides back-up as necessary for other sponsored research administration team members. Other duties as required.</p>
Qualifications	<p>Basic Qualifications: At least 3 years experience managing grants in a research environment, with both pre-award and post-award experience.</p> <p>Additional Qualifications: Bachelor's degree preferred. Must have experience with complex grants and familiarity with federal circulars A21, A110, FAR, NIH and NSF policies, procedures, <a href="http://grants.gov">grants.gov</a>, NIH commons and Fastlane. Excellent written and verbal communication skills required. Strong analytical, interpersonal, and organizational capabilities. Proficiency in Excel, Word, and PowerPoint. Ability to handle confidential information with discretion. Strong financial skills (budgeting, accounting, A/P, A/R, reporting) and demonstrated experience with NSF and NIH policies and sponsored research regulations. Must be self-directed, possess ability to use high degree of judgment, work independently with minimum supervision, and handle complex and sensitive confidential information with discretion. Attention to detail and ability to multitask essential. Must be a team player with a strong service oriented attitude. Excellent interpersonal, organizational, and troubleshooting skills are essential. Experience creating database files in Excel, Filemaker or other applications. Must possess desire and willingness to assume increasing responsibilities. Familiarity with Harvard financial systems and applications highly preferred.</p>
Contact Name	Kim Ohman
Email address of contact	<a href="mailto:ohman@fas.harvard.edu">ohman@fas.harvard.edu</a>
Phone number of contact	617-384-6556
Website for applications to be submitted	<a href="https://jobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerID=25240&amp;siteID=5341&amp;AReq=24734BR">https://jobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerID=25240&amp;siteID=5341&amp;AReq=24734BR</a>
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