**Job Description**

**Job Title:** Assistant Research Administrator  
**Department:** IPHAM  
**Job ID:** 29078  
**Percent Full Time:** 100  
**Location:** Chicago Campus  
**Minimum to Midpoint Salary:** $17.95 - $22.44  
**Grade:** NEX 11

**Job Summary:**

The Assistant Research Administrator completes clerical and administrative tasks in support of unit's sponsored programs and research mission. This may include coordinating pre-award &/or post-award processes; completing internal or external forms for any/all portions (including budget) of a proposal or award; collecting, distributing &/or archiving proposal and award related documents; using spreadsheets to calculate budgets and track data &/or data analysis.

**Specific Responsibilities:**

**Complexity**

- Typically assists with research projects such as:
  - Single Principal Investigator (PI) basic proposals, grants &/or contracts.
  - Components of multi-PI or multi-unit proposals, grants &/or contracts.
  - NIH RO1-approximately $250K/yr. over 5 yrs.
  - NIH R21-approximately $150K/yr. over 2 yrs.
  - Foundation grants.
  - NSF grants.

**Pre-Award**

- Completes pre-award administration of grant &/or contract activities.
- Prepares proposals.
- Obtains approvals.
- Develops straightforward budgets using spreadsheets.
- Updates bio sketches.
- Formats & uploads files to electronic platforms.
- Collects &/or distributes information both internally &/or externally to/from faculty, staff, students, etc.
- Tracks proposal due dates and follows up/coordinates proposal routing as needed.

**Post-Award**

- Completes routine post-award administration of grant &/or contract activities.
- Processes purchase orders & cost transfers.
• Reconciles budget statements.
• Tracks expenses via spreadsheets.
• Monitors project balances and end dates.
• Coordinates core resource account set-up and maintenance.
• Provides data needed for the preparation of interim and final financial and technical progress reports.
• Processes account close-out activities.

Financial

• Completes day-to-day financial transactional activities for grants &/or contracts (obtaining approvals as necessary).
• Completes day-to-day financial transactional activities for department (obtaining approvals as necessary).
• Updates spreadsheets.
• Processes travel reimbursements.
• Assigns P-card expenses.
• Transfers expenses.
• Purchases lab &/or office equipment &/or supplies, etc.
• Monitors sponsored and non-sponsored budgets.
• Ensures timely payment of invoices.
• Reconciles accounts.
• Provides financial data, analysis &/or reports for inclusion within grant, contract &/or department budget.

Human Resources

• Processes paperwork associated with hiring & termination of employees.

Compliance

• Tracks, update, process, and submit required forms &/or reports related to compliance.
• Learns about compliance related issues & activities.

Miscellaneous

• Performs other duties as assigned.

Minimum Qualifications:

• Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree; OR appropriate combination of education and experience.
• Organization, time management, detail oriented.

Preferred Qualifications:
Experience with Research Administration.

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.