Job Description

Job Title: Associate Research Administrator
Department: IPHAM
Job ID: 29074
Percent Full Time: 100
Location: Chicago Campus
Minimum to Midpoint Salary: $42,601 - $53,925
Grade: EXS 5

Job Summary:

The Associate Research Administrator provides administrative assistance and routine problem solving in support of unit's research programs and mission. Assistance may include the preparation &/or submission of routine research proposals, grants &/or contracts according to standard practice &/or general instruction. May assist with &/or complete proposal submissions, prepare information used in grant budgets, process and project financial transactions, &/or effort reporting activities.

Specific Responsibilities:

Pre-Award

- Completes pre-award administration of grant and/or contract activities.
- Reviews solicitation & determines necessary components.
- Organizes proposal, renewal and resubmission applications.
- Completes NU Office for Sponsored Research (OSR) forms and collaborates with OSR Grants Assistant and Grants Officer.
- Completes entire application for smaller, less-complicated, simple, standard proposals.

Post-Award

- Completes post-award administration of research grants &/or contracts.
- Reviews account establishment.
- Reviews expenditures.
- Reconciles standard budget & payroll information ensuring that appropriate sponsored accounts are charged.
- Tracks formal re-budgeting.
- Coordinates core resource account setup and maintenance.
- Provides data needed for the preparation of interim and final financial and technical progress reports.
- Participates in account close out activities.
- Monitors project under spending and overspending.
- Communicates with PI, other unit and project personnel, OSR, ASRSP and/or sponsor accordingly.
Financial

- Reviews &/or approves transactions.
- Prepares and coordinates signatures on 90 day letters required when transactions are not timely.

Compliance

- Resolves standard & routine compliance problems & issues involving associated NU policies & practices; local, state, federal, agency & sponsor rules, regulations & requirements regarding grant &/or contract administration.
- Becomes familiar with regulations involving research safety, animal subjects and human subjects.
- Alerts supervisor to potential higher risk compliance issues including research safety, animal subjects and human subjects.

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.
- 1 year financial or administrative support experience in a research environment or other relevant experience.
- Interest in the business of higher education and research.
- Organization, time management, detail oriented.
- Multi-tasking, communication.
- Ability to work independently and in a team environment.
- Ability to work under pressure and prioritize.
- Strong communication, interpersonal, and organizational skills.
- Ability to interact professionally with faculty, staff, and graduate students.
- Computer literacy, including proficiency in MS Word, Excel, and scheduling software.
- Experience with internet searches and database applications.

Preferred Qualifications:

- Two years' experience in proposal/award management in a university environment.
- Knowledge of NU's financial systems and accounting procedures.
- Understanding of OMB Circulars A-21, A-110, A-133, Research Terms & Conditions (FDP) and agency-specific terms and conditions, including the PHS Grants Policy Statement and the NSF Grant Policy Manual.
- Knowledge of other electronic federal proposal/award management systems, including www.grants.gov.
- Extensive Excel experience; experience with NU Systems.

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.

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