Job Description

Job Title: Associate Research Administrator  
Department: Preventive Medicine

Job ID: 30324  
Percent Full Time: 100

Location: Chicago Campus  
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. This role may assist with &/or complete proposal submissions, prepare information used in grant budgets, process and project financial transactions, &/or effort reporting activities.

Specific Responsibilities:

Complexity

- Typically administers entire research projects such as:
  - Single Principal Investigator (PI) basic proposals, grants and/or contracts
  - May assist with multi-PI or multi-unit proposals, grants and/or contracts
  - NIH R03-approximately $100K/yr. over 2 yrs.
  - NIH R01-approximately $250K/yr. over 5 yrs.
  - NIH R21-approximately $150K/yr. over 2 yrs.
  - Industry sponsored research
  - Foundation grants
  - NSF grants
  - Fellowships
  - DOE, DARPA, ONR, DOD grants

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.

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.

Minimum Competencies: (Skills, knowledge, and abilities.)

• 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: (Education and experience)

• 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.

Preferred Competencies: (Skills, knowledge, and abilities)

• 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.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.