Job Vacancy Notice

Job Title: Research and Sponsored Programs Grants Manager
Job ID: 13508
Location: John Jay College

Full/Part Time: Fulltime
Regular/Temporary: Regular

POSITION DETAILS

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate School of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings. As evidenced by so many on-going developments, the College offers its many new faculty and staff the opportunity to shape the future of their institution.

In addition to the general duties, the Research and Sponsored Programs Grants Manager will also be required to:
- Act as Liaison with the Research Foundation of CUNY to ensure effective and compliant Post-award administration of grants and contracts.
- Assist faculty and staff in understanding Research Foundation policies with regards to the management of grants and contracts.
- Work with faculty and staff to research funding opportunities, submit proposals via online submission, and subsequent post-award administration.
- Manage grants, research projects and proposals, and pre and post-award activities.
- Prepare and monitor program budgets and expenditures.
- Assist the Research compliance Senior Analyst ensuring training requirements are met, appropriate approvals are in place, as needed.

QUALIFICATIONS

- Bachelor's degree and six years' related experience required
- Experience in research compliance is not a requirement for this position, but familiarity with it is a plus
- Ability to troubleshoot and resolve difficult fiscal and reporting matters
- Expertise with sponsored programs and their requirements
- Familiarity/experience with Research Foundation of CUNY policies and practices
- Understanding of Federal/State/Local agencies, Private Foundations, CUNY
- Proficient In MS Office, including Excel and Access
- Superior organizational skills and attention to detail
- Ability to be flexible and work collaboratively in a team environment
- Ability to recognize and to move with shifting priorities
- Ability to handle a variety of tasks with urgent deadline
- Strong interpersonal and communication skills

CUNY TITLE OVERVIEW

Manages College research programs and provides support for related compliance activities.

- Administers various aspects of research programs including submission reviews, compliance education, and project protocols
- Provides administrative support and guidance to researchers and administrators with regards to applicable federal, state, local, University, and College regulations, laws, and policies
- Ensures investigators and key personnel complete required training

- Delivers or oversees educational training on research and related activities such as research subject rules and protocols, research compliance and integrity, etc.

- Monitors research subject care and use to ensure safety measures are met

- Serves as primary contact with other College departments and external organizations on research program needs and activities

- Collects information on, monitors, and reports on the advancement and completion of research projects and compliance

- May administer grant funds, prepare proposals, and research potential funding sources

- May manage program administrative and clerical staff

- Performs related duties as assigned.

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Compensation: $55,602 - $76,689

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

CLOSING DATE


JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.