

Class Code:.....1229
Position#: (PSA)... (E)
Developed by:....CCM
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....03/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Academic Health Collaborative/Grants & Contracts

DIVISION: Academic Affairs (Academic Health Collaborative (AHC) -
Pharmacy, Nursing, Health)

REPORTS TO: Director, Shared Services Office

GRADE: 10

SUPERVISES: Support Staff, graduate and undergraduate students, research
fellows

BASIC FUNCTION:

Work with the Academic Health Collaborative (AHC) Director of Shared Services Office, Research Faculty/Administrators and business managers to coordinate research support operations and activities within the AHC colleges. Provide critical analysis of data for use by the Deans, Director and the Research Committees. Assist with research committees within the AHC.

Coordinate programmatic and administrative support functions for funded projects, which include but are not limited to: Data collection, compilation, and report submission, required federal and state programmatic reporting, data base development and management, program monitoring/compliance, on-line award management, budgets, and office management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with Business Managers and Principal Investigators to provide support related services for the execution of grant funding research endeavors including grant submissions and the monitoring of awarded funds.

Liaise between department staff, affiliated research faculty and Sponsored Projects supporting them in a variety of activities related to the implementation of their project both pre- and post-award.

Assist in the preparation of specialized scientific and clinical data analysis and financial reports as assigned.

Provide coordination of financial matters pertaining to administration of AHC research budgets and reconciling them with their approved goals and objectives.

Monitor assigned accounts and maintain accurate financial records utilizing the PeopleSoft system.

Prepare and maintain Excel spreadsheets for financial reporting and analysis where necessary.

Assist in preparation of on-line reports per funding agency(s) requirements and guidelines.

Assist in the organization of research and grant-related workshops and other special events where appropriate.

Assist in the management and assembly of grant and contract submissions, initiated at the Academic Health Collaborative colleges.

Compile information on research-related programs and activities, and draft for Website publication.

Analyze statistical trends in research activities.

Supervise and coordinate the work of subordinates, including students.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management, and spreadsheet software; Cayuse and other grant preparation software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years of academic, finance, research, business or public administration experience in a complex setting; Demonstrated experience with pre- and post- award (grant) administration; Demonstrated experience in reporting to funding agencies; Demonstrated experience with analyzing large data sets; Demonstrated experience managing multiple, large, clinical and scientific grants; Demonstrated experience managing large, financial resources and budgets; Demonstrated computer experience (including enterprise software); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation skills; Demonstrated supervisory experience; Demonstrated organizational skills; Demonstrated ability to multitask in a fast-paced environment; Demonstrated ability to work with minimal supervision; Demonstrated ability to balance multiple priorities; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and communicate the interpretation to others; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Manager or coordinator experience in a complex, clinical and/or academic research setting; Demonstrated experience in a higher educational setting; and, Demonstrated experience using both Cayuse and PeopleSoft software (including, human resource and financials modules.)

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.