

Job Code: 101549
Position#: (PSA). (E)
Developed by: CCM
Reviewed by: DLJ
Approved by: LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Grants & Contracts (Pharmacy)
DIVISION: Academic Affairs (College of Pharmacy) (COP)
REPORTS TO: Director, Administration COP & PDI & Manager, Pharmacy/Business
GRADE: 11
SUPERVISES: Support Staff, graduate and undergraduate students,
research fellows

BASIC FUNCTION:

Work with the Director and Business Manager, College, research administrators, and Research Faculty to coordinate research support operations and activities within the COP and its affiliated programs (i.e., Pharmaceutical Development, Medication Outcomes, Community First Responders.) Provide critical analysis of financial research data for use by the Dean, Director, and the Research Committees. Assist with research committees within the COP.

Coordinate pre- and post-award programmatic and administrative support functions for research projects, which include but are not limited to: Proposal preparation and review assistance; data collection, compilation, and report submission, required federal and state programmatic reporting, data base development and management, program monitoring; regulatory compliance, on-line award management, budgets and office management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with Business Manager 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, research administrators and Sponsored Projects supporting them in a variety of activities related to the implementation of their project both pre- and post-award. Liaise with external sponsors and funding agencies when appropriate.

Assist in the preparation of financial reports and college-related research data analyses as assigned.

Provide coordination of financial matters pertaining to administration of COP research budgets and in conjunction with Principal Investigators, reconcile 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.

Prepare research and programmatic contractual documents and subawards when 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.

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; InfoEd and other grant preparation software; PeopleSoft Software and accounting 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 and/or public administration experience in a complex setting; Demonstrated experience with grant or research administration; Demonstrated experience in reporting to funding agencies; Demonstrated experience in the development, preparation and execution of contracts and/or subawards; Demonstrated experience with analyzing large data sets; Demonstrated experience managing multiple, large, grants (including financial resources and budgets); Demonstrated computer experience (including research and 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 balance multiple priorities in a fast-paced environment; Demonstrated ability to work with minimal supervision; 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: Demonstrated management experience in a complex, clinical and/or academic research setting; Demonstrated experience in a higher educational grant research setting; and Demonstrated experience using grant preparation applications (e.g., InfoEd) and online accounting systems (e.g., PeopleSoft software).

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