



**Position Title:** Associate Director, Research Administration  
Duke University School of Medicine/Nursing

### **General Position Summary Overview:**

The Associate Director of Research Administration is responsible for the day-to-day oversight and management of assigned portfolios for the Schools of Medicine and Nursing pre-award, award management and contracting activities by managing assigned personnel dedicated to these tasks. *Remote work is an option for this position under specific circumstances.* Interested parties should apply online [here](#).

### **Responsibilities/Duties:**

#### **Supervisory Responsibility**

- Manage assigned central office grants and contracts personnel with a high-volume, complex portfolio of grants and contracts. Personnel responsibilities include pre-award, award management and contract negotiation.
- Direct and coordinate staff, systems and procedures related to processing of sponsor supported grants, contracts and agreements; manage daily activities of the assigned grants and contracts group; develop goals and objectives for the group, ensuring that internal and external requests are addressed, managed and/or resolved in a timely manner.
- Plan and schedule work for the group ensuring proper distribution of assignments and adequate manning, space and facilities for subsequent performance of duties.
- Develop, clarify or redefine University/School of Medicine research policies; advise and ensure compliance with policies set forth by the University and external agencies.
- Establish and maintain procedures and guidelines for grant administration, including pre-award, award management and contracts.

#### **Administrative Responsibility**

- Maintain an active portfolio of projects that will be directly administered by this position.
- Serve as liaison with administrative and professional personnel concerning University policies and procedures, Sponsor's terms and conditions, personnel administration, grant administration and budgetary preparation and control.
- Provide authorized signature on contracts, grant submissions, and other documents that require institutional authorization on a timely basis.
- Provide final review and approval of outgoing sub-awards.

**Other Responsibility**

- Develop and lead workshops and training initiatives. Provide training to central unit staff and to department staff.
- Oversee group expenditures and needs of assigned groups to provide budgeting needs to supervisor.
- Initiate various personnel actions including hiring, performance appraisal, promotions, transfers, performance improvement plans, flexible work arrangement, and vacation schedules.

**Minimum Education/Training Job Requirements:**

- Work requires communications, analytical and organizational skills generally acquired through completion of a bachelor's degree program. Research or grants education and/or certification is preferred.
- Training: Successful completion of required department training such as GC101& 201 Introduction to Research, Financial Services Introduction to R3, Introduction to Duke GL, Introduction to Accounting, Sponsored Research Reporting, Research Administration at Duke (on-line), Basic Compliance (on-line) within first six months of hire is required.
- Successful completion of the Research Administration Academy (RAA), Advanced Grants Management, and Research Administration Institute (RAI) training is required. Employees hired into this classification without the expected credentials will work closely with their manager to schedule and complete all training (12 months for RAA and an additional 6 months for AGM). Successful completion of all expected training will be an annual performance goal until complete.
- Upon successful completion of expected training, the employee must maintain Research Administration Academy (RAA) certification and Advanced Grants Management (AGM) certification by completing continuing education requirements.
- Certified Research Administrator (CRA) certification is preferred.

**Minimum Experience Job Requirements: Please indicate the nature and amount of work experience required**

- Work generally requires five years of relevant grants and contracts experience.

**Job Skill Requirements: Please indicate the specific skill requirements for this position.**

- Leadership skills
- Innovative problem solving skills
- Ability to coach and develop employees
- Ability to build employee commitment through frequent feedback and meaningful performance evaluations
- Demonstrated skills in analyzing data and formulating conclusions
- Ability to learn changing technologies related to grants and contracts management
- Full command of grants and contracts systems; requires solid working knowledge of MS Office Suite (Word, Access, Excel, Power Point)
- Ability to communicate both verbally and in writing with all levels of the organization

- Ability to manage and prioritize multiple projects/tasks simultaneously
- Ability to create verbal and written reports
- Comprehensive knowledge of federal rules and regulations relating to grant and contract activity and ability to apply knowledge to Duke University policies and procedures
- Knowledge of grant and contracts processes, systems and offices related to and/or involved in grant and contract submission and management
- Knowledge of responsible conduct of research, management of advanced compliance issues
- Knowledge of processes and systems related to or involved in the management of cost-sharing and effort allocation
- Experience with functions in SPS, R3, grants.duke, SES, iForms and eCrt and other related systems associated with assigned duties

**Licensing/Certification Job Requirements**

Certified Research Administrator (CRA) certification is preferred.

To apply:

ASSOCIATE DIRECTOR, RESEARCH ADMINISTRATION - School of Medicine (113552)

<https://performancemanager4.successfactors.com/sf/jobreq?jobId=113552&company=dukeuniverP1>