



Job Title: **Grants and Contracts Administrator (Requisition 107031)**

The Duke University School of Medicine Research Administration Support Resource (RASR) group is looking for a dynamic individual to support cradle to grave research administration tasks at the department level. **Remote work is an option for this position under specific circumstances.** Interested parties should apply online [here](#).

Position Summary

Supports daily research and finance operations within assigned portfolio. Assists with pre and post award activities including, but not limited to, proposal preparation, financial and progress reporting, and project closeouts. Uses analytical thinking and a working knowledge of sponsor and institutional guidelines to manage portfolio of grants and contracts.

Research Administration & Financial Management Responsibilities

- Pre and Post award duties
- Develop project management plan for review by the faculty/PI for all proposals
- Generate financial reports for all assigned principal investigators, reviewing portfolio spending and effort allocations with PIs each month.
- Coordinate proposal development and submission in collaboration with PIs, study teams, and central pre-award offices
- Coordinate and verify compliance of documents such as bio-sketches, budget justifications, sub-award documents and protocol information
- Manage budget, reporting and compliance timelines through the lifecycle of the grant or contract
- Approve workflow transactions that are processed on portfolio fund codes
- Reconcile portfolio activity on a monthly basis to ensure spending is in accordance with Duke and sponsor guidelines.
- Support the project close out processes

Education, Experience and Skills:

- Required:
 - Bachelor's Degree (any discipline) or High School diploma or equivalent + 4 years of experience in research administration may substitute for minimum education requirements
- Preferred:
 - Bachelor's Degree with experience in accounting, research administration, clinical or basic research

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For any questions, please contact Dana Sanders, Director, Research Administration at danaksanders@duke.edu.

You can also use this link to apply:

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<https://career4.successfactors.com/sfcareer/jobreqcareer?jobId=107031&company=dukeuniverP1>