



About the Hennepin Healthcare Research Institute

The Hennepin Healthcare Research Institute (HHRI) has a current opening for a full-time Grant Assistant to support our Grant Administration team. This position involves teleworking which may be re-evaluated in a post-COVID world.

Interested parties should submit supplemental material that showcases their ability to fulfill the job description including sample budget management experience or summary of relevant projects via a cover letter.

POSITION SUMMARY:

The Grant Assistant will support the central HHRI Grants Administration team by assisting with budgeting for research protocols, accounting/expense processing and reconciliation, federal grant proposal preparation, and working with non-federal research sponsors and contracts. The position also includes an office support component, including organizing and maintaining institutional files and records, generating reports from institutional grants management systems, data entry, supply ordering, arranging for travel, and processing expenses.

At the HHRI, we have been actively investigating the causes of and potential treatments for diseases since 1952. We support and oversee the medical research conducted at Hennepin Healthcare System's HCMC, an acute care research and teaching hospital located in downtown Minneapolis. In an academic environment that emphasizes patient care, research, and teaching, HHRI helps offer patients better care now and hope for improved healthcare in the future.

HHRI is the third largest medical research non-profit in Minnesota and ranks in the top seven percent nationally of all institutions receiving research grants from the National Institutes of Health.

Grant Assistant

Location: Minneapolis, MN

Exempt/Non-Exempt: Exempt

Employment Type: Full-time

Department: Grants & Contracts

Duties: Support the central HHRI Grants Administration team by assisting with budgeting for research protocols, accounting/expense processing and reconciliation, federal grant proposal preparation, and working with non-federal research sponsors and contracts.

- Preparation of proposals, (including budgets and administrative components), invoice submission, budget reconciliations, in accordance with established institutional and funding agency guidelines.

- Completion of federal grant application packages under the procedures of Grants.gov.
- Copying and filing of accounting, business, and regulatory documents processed against contracts and grants.
- Assist accounting and grant administration staff to resolve problems of overdrafts, expired accounts, and erroneous, faculty or returned documents.
- Provide assistance to faculty, staff, and personnel from outside agencies in identification and resolution of problems that result from all stages of sponsored research activity.
- Assist Grant Administrators in the management and negotiation of grant and contract awards, subcontracts and other types of agreements as needed.

Qualifications:

Education/Experience:

Any equivalent combination of education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be a baccalaureate degree and one (1) year of experience preferably in an academic environment dealing with research. Prior experience with federal research and accounting regulations preferred.

Skill, Knowledge & Ability (SKA):

Requires interaction with a diverse population, including researchers in departments as well as central administrative and accounting staff. Must demonstrate working knowledge of databases, spreadsheets, and word processing applications, and demonstrate effective written, oral, and interpersonal communication skills. Strong excel skills are essential. Ability to work independently within guidelines, be organized, and establish priorities. Displays high standards of attendance and punctuality, maintains confidentiality, and manages time effectively. Must have the ability to work within deadlines, established policies and procedures, and perform multiple tasks concurrently.

MANDATORY COVID-19 VACCINE REQUIREMENT

AA/EOE of Minorities, Women, Disabilities, Veterans

Apply at: <https://www.hhrinstitute.org/career-opportunities/>