ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Research Grants and Project Manager

DEPARTMENT: Graduate School of Social Service

The Research Grants and Project Manager provides oversight of all research, grants/awards and funded projects awarded to the Graduate School of Social Service. Serves as a key support to faculty in the management of funded research projects with primary attention to regulatory and fiscal compliance. The GSS Research Grants and Project Manager reports to both the Dean and the Director of the Ravazzin Center.

RESPONSIBILITIES:
- Serves as liaison between principal investigators (PI’s), the University Office of Institutional Research and other administrative units, sponsors, and departments/deans.
- Interprets both agency and University funded research requirements and policies/practice for the School.
- Provides support to obtain time sensitive information on funding volume, timing of reports, fiscal issues and compliance with regulatory requirements.
- Generates reports to evaluate activity and available funds.
- Manages fiscal reports and accounts receivables.
- Assist in timing and processing of Human Resources requirements to ensure continued support for grants employees.
- Other duties as needed

QUALIFICATIONS:
- A minimum of Bachelor’s Degree, Masters preferred
- Minimum of three (3) years in budgeting and project management
- Function independently and as part of a team in a complex environment
- Strong organizational skills, self-motivated and detail-oriented
- Possess clear, effective, and diplomatic written and oral communication skills
- Exceptional interpersonal and relational skills
- Ability to demonstrate sound ethical judgment and initiative in solving problems
- Must be able to deal effectively with changes in priorities, unexpected events or unanticipated demands

STARTING DATE: ASAP

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Ji Seon Lee, Associate Dean for Administration Jilee@fordham.edu

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