

CITY UNIVERSITY OF NEW YORK

CAREER OPPORTUNITY

BARUCH COLLEGE

JOB TITLE:	Substitute Administrative Associate Director of Operations and Research (Higher Education Associate) – Substitute Administrative Director of Operations and Research (Higher Education Officer)
JOB ID	
LOCATION	CUNY Institute for Demographic Research – Office of the Provost and Senior Vice President for Academic Affairs
FULL / PART TIME	Full Time
REGULAR / TEMPORARY	Sub – HEA - HEO

GENERAL DUTIES

Managerial and Professional

Contract Title Substitute Higher Education Associate – Higher Education Officer

Job Code Title

FLSA Exempt

CAMPUS-SPECIFIC INFORMATION

The CUNY Institute for Demographic Research (CIDR) is a multi-campus Institute for demographic research and training for the City University of New York spanning across seven affiliate campuses with approximately 30 faculty associates. The primary goal of the Institute is to develop into a population research and training center of national reputation. To assist in the achievement of that goal, the Administrative position provides strategic management to establish and advance the Institute and creates a service-oriented, centralized and integrated model of research administration supporting all affiliate CUNY scholars performing demographic research. The administrator reports to CIDR’s Director and will work closely with other CIDR staff and faculty associates, in part as a liaison between faculty and their respective campus and university-wide grants offices. The work spans both grant and departmental administration.

The responsibilities of the position include, but are not limited to the following: Working with the Director to build the externally funded research portfolio and creating short and long term business plans for the Institute, including its operational, organizational and financial structure; Training and assisting faculty with developing and submitting grant proposals and applications both centrally and at affiliated campuses; Informing faculty of potential funding sources targeted to their areas of expertise; Collaborating with the appropriate offices of each affiliate campus, such as the Office of Sponsored Programs and Research, for proposal development, pre- and post-awards, and a multi-campus transfer of indirect cost recoveries; Working with the Director and other senior staff members to develop and implement operating policies and procedures for the Institute’s efficient functioning; Managing the daily financial, operational and research activities of the Institute; Managing the Institute’s operating budget and performing analysis and reporting to support decision-making and strategic planning; Managing the Institute’s grants budget from multiple funding agencies, such as the National Institutes of Health (both NICHD and NIA), foundations, and other government agencies (NSF and NASA); Negotiating and managing grants with campus grants offices, contracts and sponsored programs, from internal and external (government and private sector) sources (this includes budget development, award negotiation, expenditure tracking, reporting and reconciliation); Ensuring compliance with funding agencies’ policies and regulations; Carrying out fiduciary responsibilities, including, towards that end, developing and managing relationships with external entities, including government agencies, corporations, non-profits and other institutions of higher education; Participating in the administrative and budgetary aspects of the graduate fellowship program in demography, and coordinating the hiring of graduate students and project staff; Overseeing the Institute’s facilities and office spaces; Overseeing Institute communication functions concerning public seminars and other announcements; Arranging travel and processing reimbursements for Institute guest speakers; Managing and training full and part-time clerical staff members; and Performing other related duties as assigned or needed.

Work will be in-person (at least partially), in accordance with CUNY – Baruch campus re-opening procedures.

MINIMUM QUALIFICATIONS

- A Bachelor’s degree and six (6) years of relevant experience are required

- An appropriate combination of education above the Master's degree and demonstrable skills and/or years of experience may be substituted for the six years of experience
- Experience managing budgets with multiple funding sources is required
- Experience in both pre- and post-award grant and sponsored programs management, including a working knowledge of federal regulations, funding agency practices, budgetary and legal requirements for grants and research administration, is required
- The successful candidate will be a quick learning self-starter with the ability to take initiative who acquires a detailed knowledge of University policies, procedures, and systems
- Must have strong organizational skills with the ability to establish priorities, manage multiple demands and projects, and meet deadlines
- A strong customer service orientation and attention to details are essential, along with excellent verbal, written, and interpersonal communication skills
- Advanced proficiency using Microsoft Office products, particularly Excel, and Adobe Acrobat is a must
- Must use sound judgment to make decisions, resolve problems, and work effectively with all levels of faculty, staff and students

PREFERRED QUALIFICATIONS

- A Master's degree, particularly in higher education administration, non-profit administration, public management or business administration is strongly preferred
- Experience in an institution of higher education is strongly preferred
- Certified Research Administrators are preferred
- Prior grant preparation experience with the National Institutes of Health (NIH), the National Science Foundation (NSF), or other agencies is preferred
- Familiarity with the Research Foundation of CUNY or another large public university is a plus
- Additional software skills (website creation, listserves, calendaring and document sharing) are a plus
- Knowledge of eRA Commons, NSF Fastlane and Research.gov strongly preferred
- Experience working directly with faculty is a plus

COMPENSATION

\$71,988- \$133,676 Commensurate with experience and qualifications

HOW TO APPLY

Please e-mail a cover letter, resume, sample budget spreadsheet, and the contact information of three (3) professional references to: CIDR.Admin@baruch.cuny.edu

**ATTN: Professor Deborah Balk
Search Committee: CIDR – Administrative Director of Ops & Research**

CLOSING DATE

Open until filled; Review of Applications to begin June 18