

RFCUNY JOB DESCRIPTIONS

RF Title: Grants Assistant

Title Group: Grants Office

EEO Designation: 1.2

RF CODE: 9200

FLSA Group: Exempt*

Eligible for Collective Bargaining: No

Salary Grade: 5,6

Position Summary

Located in the Office of Sponsored Programs and Research (SPaR) at the CUNY Graduate School of Public Health and Health Policy, reporting to the Research Programs Director and exercising independent judgment, the Grants Assistant will provide administrative support to the SPaR team.

Key responsibilities

- Manage the SPaR inbox and forward emails to relevant team members;
- Ensure faculty members' CITI trainings are up-to-date and filed;
- Send email reminders to faculty for timesheet submission and effort certification;
- Update our internal grants database;
- Assist faculty members with processing payment requests and onboarding
- Update and file our faculty's most recent other support documents.
- Update and file our faculty's biosketches.
- Ensure that our grants records (NoAs, budgets, agreements, approvals, applications, etc...) are saved as per our internal filing structure.

Qualifications

- Bachelor's degree in a related field from an accredited institution