

Job Title: Grants Officer
RF Code: 9000
Title Group: Grants Office
Salary grade: \$95,000 - \$105,000
Full/Part Time: Full-Time
Regular/Temporary: Regular
Location: CUNY School of Public Health

POSITION DETAILS

The Graduate School of Public Health and Health Policy (CUNY SPH) is dedicated to providing cutting edge graduate degree programs and to identifying, designing, implementing and evaluating public health initiatives that promote social justice. The mission of the school is to promote public health policies to improve the health of populations. CUNY SPH faculty members are recognized leaders in health policy, community health interventions, epidemiology and biostatistics, and public health informatics, among other areas. Faculty and students are actively engaged in promoting healthy cities in a healthy world. CUNY SPH is located in the heart of Harlem in New York City.

The CUNY SPH Policy is looking to hire a Grants Officer in our Sponsored Programs and Research Department (SPaR).

The individual will report to the Research Programs Director and exercise independent judgment, support faculty in compiling proposal application packages and submitting proposals for institutional approval. They will also support principal investigators (PIs) with the administration of grant funds and acts as a resource to the program throughout implementation.

This position involves both pre- and post-award responsibilities.

Key Responsibilities:

Pre-award:

- Regularly identifies funding opportunities relevant to the research community at CUNY SPH.
- Reviews funding announcements and provides guidance to proposal teams.
- Coordinates the preparation and production of proposals/submissions ensuring they contain all required information and data, and comply with donor requirements and the university and school policies and requirements.
- Supports proposal teams in developing cost proposals and sub-packages.
- Coordinates with other college and university grants offices on project proposals involving more than one institution.
- Submits proposal application packages through Cayuse and/or any other portal including foundation portals, grants.gov and ASSIST.

Post-award:

- Assists Pls with the hiring of project staff and ensures proper reimbursement of project expenses.
- Supports Pls with their project's procurement needs (MOU, consultancies, sub-awardees).
- Provides administrative support and guidance to researchers and administrators with regards to applicable federal, state, local, University, and College regulations, laws, and policies.
- Coordinates the award reporting requirements (quarterly and/or annual technical reports) and required prior approval actions in collaboration with project administrators.
- Works closely with legal advisors, at both the Research Foundation of CUNY (RF) and CUNY Central Offices, on the review of contractual documents.
- Collects information on, monitors, and reports on the advancement and completion of sponsored research projects and compliance.
- Contributes to the production of grants-related reports.

The Grants Officer may be assigned special projects outside of the responsibilities listed in this job description.

Qualifications**Education and Experience**

- Bachelor's degree required, plus a minimum of six (6) years of related professional experience.

Required Qualifications

- Working knowledge of U.S. Government (USG) and non-USG donor rules, regulations, and compliance requirements, including but not limited to NIH and DHHS.
- Demonstrated experience managing USG cooperative agreements, awards, and contracts.
- Self-motivated, entrepreneurial, and results-driven, with a strong customer-service orientation.
- Proven ability to work effectively in a deadline-driven, fast-paced, and multi-tasking environment.
- Ability to work both independently and collaboratively within a multicultural team environment.
- Strong attention to detail with exceptional organizational skills.

Technical Skills and Work Environment

- Strong interpersonal, communication, analytical, and leadership skills.

- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat.
- Working knowledge of Workday preferred.

Applications should be submitted via this link: Apply here:

rfcuny.wd108.myworkdayjobs.com/RFCUNY/job/New-York-NY/Grants-Officer_IR2309