

The University of Rochester's School of Nursing's (SON) Vision is to transform nursing through education, practice and research to improve the health and well-being of individuals and communities. The School of Nursing offers high quality academic programs, a robust research portfolio, as well as extensive clinical and educational partnerships throughout the University of Rochester Medical Center and larger community. For faculty, staff and students, we offer a welcoming, supportive and inclusive environment, fostered by nimble decision-making and autonomy.

To support our Mission for excellence in clinical and scientific learning, discovery and nursing care, the School of Nursing is in search of a **Research Administrator**. The **Research Administrator** will advise the Associate Dean for Research and function as the administrative and financial deputy for the research mission. This includes managing research operations including management of grant funds, contract administration, resource allocation, strategic planning and oversight related to the efficient flow of research activities.

The Research Administrator will achieve this through:

Fiscal Administration: Develops and monitors the current and long-range/forecasted operating and capital budgets of the research mission. Develops monthly, quarterly and annual reports on financial status of various accounts and projects. Integrates multiple sources of sponsored funds to maximize financial outcomes for research.

Grants Management: Collaborates with the Associate Dean for Research and Principal Investigators (PI's) to prepare grant applications, including budget development. For funded awards, directs the distribution of funds and provides financial reports to the funding agency.

Research Administration: Manages ongoing and emerging research initiatives for SON, monitoring planned grant submissions and needs for funded projects against budget. Sends regular reports to sponsoring agencies including National Institutes of Health (NIH), National Cancer Institute, American Heart Association, foundations and other professional organizations providing research grants.

Personnel Management: Coaches and mentors staff to contribute to an optimal research management process. Fosters an expectation of accountability and recognizes teamwork. Communicates regularly with staff to set priorities for research administration and reporting.

The School of Nursing is open to a hybrid work schedule, a mix of onsite and remote work, for the Research Administrator.

The successful Research Administrator will have:

- 5+ years of relevant financial and grants management experience, preferably in an academic setting.
- 2+ years of leadership experience, in a supervisory or management capacity.
- Knowledge of government, foundation and corporate funding sources, and the associated reporting guidelines.
- Excellent writing and project management skills.

Job ID 230852

To Apply:

https://ps.its.rochester.edu/psp/PSPApplyOnline/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=230852&PostingSeq=1

EOE Minorities/Females/Protected Veterans/Disabled

The University of Rochester consists of many parts, all devoted to our Mission to Learn, Discover, Heal, Create. Our motto of "Meliora - Ever Better" embodies a community in which all who work, teach, create, and provide care are welcome and respected, and where all can pursue and achieve their highest objectives for themselves, their community, and the world.

The University of Rochester is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. The University believes that a diverse workforce and inclusive workplace culture enhances the performance of our organization and our ability to fulfill our important missions. The University is committed to fostering and supporting an environment inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs, or any other non-merit fact, so that all employees feel included, equally valued and supported.