

UR Medicine's department of Neurosurgery is home to the area's top experts in complex brain and spine surgeries. Our focus is on wellness, excellent outcomes and quality of life, providing the area's most advanced neurosurgery care in highly specialized areas.

The department of Neurosurgery is now in search of a **Research Grants Administrator** to provide financial oversight and administration of sponsored research projects. The **Research Grants Administrator** will work with Neurosurgery's Chair and senior Faculty on implementing the strategic vision for their clinical research and serve as a resource to report on activity of sponsored research projects. The **Research Grants Administrator** will also have oversight of the Grants Administration team consisting of five Health Project Coordinators.

This will be achieved by:

- Providing financial oversight, management, reporting and monitoring of grant accounts. This includes monitoring the invoicing of sponsors, subcontracts, and administration of other financial transactions pertinent to the fiscal success of projects.
- Assisting Principal Investigators (PI's) with proposal preparation and administering sponsored programs and funds post-award.
- Reviewing protocols and requirements for grant submission, then preparing sponsored project budgets and proposal packages to support PI's.
- Reviewing budget/financial status reports with PI's, making recommendations regarding staff allocations, spending priorities and other decisions that may impact the outcome of their projects.

Qualifications include:

- At least 5 years of finance/accounting experience, including 2 years at a managerial level.
- Specialized experience in financial accounting for grant-based funding, or sponsored research funding, or not-for-profit or academic institution finance is necessary.
- Strong organizational skills, attention to detail, and ability to manage multiple projects and priorities while working independently.

Job # 228222

https://ps.its.rochester.edu/psp/PSApplyOnline/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL_GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=228222&PostingSeq=1

EOE Minorities/Females/Protected Veterans/Disabled

UR Medicine is made up of many parts, all devoted to providing highly advanced medical care. Our Mission of "Ever Better" means we improve the well-being of patients and communities by delivering innovative, compassionate, patient and family-centered healthcare, enriched by education, science and technology. Our Vision is to cultivate a diverse and inclusive environment that guides and transforms our approaches to healthcare, education, research and community partnerships.

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.