



SPONSORED PROGRAM ASSOCIATE

CAMPUS Metropolitan Campus, Fairleigh Dickinson University, Teaneck, New Jersey

DEPARTMENT Office of Grants and Sponsored Projects

POSITION SUMMARY

Reporting to the Director, the Sponsored Program Associate will be responsible for the post-award tasks of government grants management, including the timely submission of reports and requests to disburse funds. This is a newly-created position.

The Sponsored Program Associate will review new awards and prepare an analysis of grants requirements for faculty. He/she will create a database of existing federal and state government grants to track reports, deliverables and financial requirements. He/she will develop tools for managing grants that will be available to faculty online. He/she will work with the finance department to invoice funders. As necessary, he/she will be asked to help with the identification of new funding opportunities and preparation of proposals.

The successful applicant will be required to participate in training programs, workshops and seminars to develop their skills in grants management, compliance and federal reporting requirements. Some travel for training will be necessary.

QUALIFICATIONS

- Bachelor's degree in finance, business management and/or paralegal experience required.
- Two year of prior government grants administration experience required.
- Familiarity with federal and state-related contract administration.
- Basic knowledge of federal and state government compliance requirements.
- Proficiency with computer systems for word processing, data management applications and knowledge of Microsoft office (Word, Excel and PowerPoint.)
- Excellent attention to detail.
- Outstanding time management and financial skills.
- Administrative experience in an academic environment preferred.

PRINCIPAL DUTIES

1. Manage the post-award process for all ongoing grants and contracts. Prepare reports, revise budgets, request extensions and contract modifications, communicate regularly with program officers at federal and state agencies. Ensure that reports are submitted to agencies on time.
2. Provide orientation to faculty on how to manage new grants. Work effectively with faculty and other university offices to resolve issues related to grant administration.
3. Create database to track the deliverables and status of all active grants and contracts.
4. Request and analyze financial statements quarterly for each grant. Invoice appropriate agencies and ensure timely payment to FDU. Track cash flow, drawdown of funds and expenditures to ensure grant funds are spent according to guidelines.
5. Assist faculty and staff with proposal development activities involving preliminary proposals and research proposals that are less than \$50,000
6. Update website by ensuring that the most current grants management information and forms are available online for faculty.

SALARY Commensurate with experience

CONTACT Please send resume and letter of interest specifying the position and department to:

Fairleigh Dickinson University
c/o Ginny Devine
Human Resources
285 Madison Avenue (M-SC1-01)
Madison, NJ 07940
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Email: gdevine@fdu.edu