



**New York University**  
*A private university in the public service*

## **PROJECTS OFFICER**

The Office of Sponsored Programs at New York University seeks Projects Officer. OSP is the University's central research administration office, providing services to the academic community in support of research, training and related activities carried out at the University with external funding.

A Projects Officer will be responsible for identifying funding opportunities in both the public and private sectors, assisting faculty and local research administrators with proposal and budget development, reviewing proposals for conformance with sponsor and University guidelines and reviewing post-award changes in grants. Coordination, review and negotiation of agreements and review of post award changes in grants will be a primary function of this position. Applicants must:

- be familiar with electronic research administration and federal regulatory compliance requirements;
- have a Bachelor's degree with a minimum of three years experience in research administration, preferably in a university setting; Master's degree preferred;
- possess excellent computer and communication skills;
- be service oriented;
- work well both independently and in a group;
- be cool under deadline pressures; and
- have a good sense of humor.

Salary is commensurate with experience. Apply online, including salary history, in confidence to: <http://www.nyu.edu/hr/employment/apply.html>

Job Number: 3475BR

**New York University**  
**Office of Sponsored Programs**  
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New York University encourages application from women and minorities.

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