The Research Foundation of State University of New York at Binghamton

Announcement of Professional Vacancy

Applications are invited for consideration to the following position:

State University of New York At Binghamton
Department/Location: Research Development Services
Binghamton University, Innovative Technologies Complex

Appointment Title: Sponsored Programs Associate
Local Title: Grant and Contract Administrator

Salary Grade: E-3
Salary Range: $40,000 - $43,000
Research Foundation Account Number:
If Part-time, % of Time: _____%

Duties:
1. Assist faculty and staff in developing proposals for external support.
2. Identify external support funding opportunities for faculty and staff, as well as perform daily monitoring of funding announcements.
3. Interface with federal and state agencies, industrial sponsors, and private foundations.
4. Have knowledge of sponsor policies and compliance issues and advise project directors accordingly.
5. Negotiate contract and grant terms and conditions, maintaining compliance with institutional and sponsor regulations.
6. Work closely with sponsored project fiscal administration throughout the grant cycle.
7. Develop and present training programs on issues relevant to research administration.

Qualifications:
1. Bachelor's degree required, Master's degree preferred. (Five to seven years of direct experience in a university sponsored programs office can satisfy degree requirement.)
2. Three to five years administrative experience, preferably in grant/contract administration and negotiation.
3. Previous higher education, SUNY and/or Research Foundation experience desirable.
4. Familiarity with contracts, grants and granting agencies (governmental, private, industry, etc)
5. Working knowledge of governmental regulations and compliance requirements relating to research administration is desirable.

Special Notes:
1. Proven organizational and communication skills and attention to detail.
2. Ability to meet multiple deadlines with little notice.
3. Ability to deal with a diverse community with tact and discretion.
4. Full position description can be obtained at http://research.binghamton.edu/RFJobs.htm
5. Incumbent is expected to discharge assigned responsibilities with a minimum of direction and follow-up. A high level of sound judgment with independent decision-making is expected.

Persons interested in the above position should submit a letter of application, resume, and contact information for three references to:

Name: GCA Search Committee
Department: Research Development Services, Binghamton University
Address: PO Box 6000
Binghamton, NY 13902-6000

Closing Date for Receipt of Applications: June 9, 2006

We are an equal opportunity/affirmative action employer.
Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age National Origin, Disability or Marital Status, In Accordance with Federal and State Law.

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