

Associate Director, Research Administration Compliance
and Risk Management
Tufts University

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Posted Mar. 22, 2023, set to expire Dec. 31, 2023

Job Title	Associate Director, Research Administration Compliance and Risk Management
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 22, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research
Job Website	https://jobs.tufts.edu/jobs/18743?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Post-Award provides financial oversight of all sponsored award activities from set up to closeout, and is part of of the Finance Division, Office of the Controller.

What You'll Do

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The Associate Director, Research Administration Compliance and Risk Management will promote research compliance by working closely with the Central Post-Award, various other offices, and stakeholders to ensure compliance with project-specific requirements related to sponsored programs. As the subject matter expert and point of contact responsible for internal and external sponsored program audits, the Associate Director will be a resource providing education, assist with implementation of new institutional policies and ensure that the Post-Award office is operating efficiently.

- Ensures compliance with regulations and internal controls by completing periodic integrity checks of post-award records.
- Analyzes post-award activities with potential vulnerability, reviews risk assessment studies conducted by government agencies and professional organizations.
- Prepares University risk registry metrics.
- Serves as a lead for the annual Uniform Guidance Audit, as well as other internal/external audits and surveys
 - UG Audit
 - Desk Audits
 - NIH Survey
 - NSF HERD Survey
 - Section 117 Reporting
- Manages assigned staff ensuring appropriate performance goals, coaching and development
 - ECC Payroll Certification
 - Closeouts
- Performs other project-based task related to compliance and risk assessment

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's degree
- Knowledge of responsible conduct of research, management of advanced compliance issues
- Knowledge of processes and systems related to or involved in the management effort allocation
- 7-10 years of experience with award financial management, compliance, external and internal audit
- Extensive knowledge of sponsored programs regulations in particular Uniform Guidance and related areas of regulatory compliance
- Excellent ability to prepare financial reports, reconciliations, and presentations of financial information to the management
- Innovative problem-solving skills
- Demonstrated skills in analyzing data and formulating conclusions
- Ability to communicate both verbally and in writing with all levels of the organization
- Ability to manage and prioritize multiple projects/tasks simultaneously
- Ability to coach and develop employees

Preferred Qualifications:



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- Bachelor's degree; 7-10 years of experience with grants management emphasizing Post-Award Research Administration and knowledge of Uniform Guidance

Pay Range

Minimum \$100,100.00, Midpoint \$125,150.00, Maximum \$150,200.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact