

Director of Research Administration
University at Buffalo, The State University of New York

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Posted Sep. 30, 2024, set to expire Aug. 4, 2025

Job Title	Director of Research Administration
Department	Sponsored Research Administration
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research
Job Website	https://www.ubjobs.buffalo.edu/postings/53149

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Job Description

Sponsored Research Administration (SRA) within the Vice President for [Research and Economic Development](#) division at the State University of New York at Buffalo is searching for **Directors of Research Administration** for

- (FILLED) [Jacobs School of Medicine and Biomedical Sciences](#)
- [College of Arts and Sciences](#).

Working under the supervision of the central office and the Associate Dean for Research within the designated unit, the Director will be responsible for managing and guiding a team of professionals in efficiently handling grant proposals, financial management, compliance, and reporting processes. The ideal candidate will bring a strategic mindset, strong organizational abilities, and be a proven leader to drive excellence and support the institution's research initiatives effectively. If you are a dynamic leader

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with a passion for research administration and a track record of success in your career, we invite you to join our team and contribute to advancing our research endeavors.

Responsibilities include, but are not limited to, the following:

- Lead and supervise staff handling pre- and post-award activities for sponsored projects.
- Collect and analyze data for operational planning and strategic decision-making.
- Ensure compliance with service level agreements and facilitate conflict resolution with faculty.
- Collaborate with central Sponsored Research Administration and other university units as needed.
- Manage internal grant and award programs in coordination with the Associate Dean for Research.
- Oversee staff performance, professional development, workload management, and adherence to policies and procedures with a focus on efficiency and best practices.
- Serve as a representative leader for your college/school in university-wide projects and initiatives, contributing to ongoing efforts to enhance processes, operations, and overall customer service.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

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Contact Information

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

Contact

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