

Research Administration Director – Friedman School
Tufts University

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Posted Dec. 17, 2025, set to expire Apr. 29, 2026

Job Title	Research Administration Director – Friedman School
Department	Friedman School of Nutrition Science and Policy
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research Business & Administration
Job Website	https://jobs.tufts.edu/jobs/22644?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

As the only graduate school of nutrition in North America, the [Friedman School of Nutrition Science and Policy](#) provides cutting-edge research and education—from individuals to food systems, and from genetics to policy. Read about our pledge to [inclusive excellence](#), celebrate our [wins](#) with us, and explore our [goals](#). You'll be joining a leading institution for evidence-based nutrition education, research, and public impact.

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Our employee [benefits](#) will make you feel welcome at Tufts, and our strong sense of [community](#) will make you want to stay. If you are a team player and passionate about your work, we want you to read further.

This position plays a critical role in advancing the school's research mission by ensuring compliance, optimizing processes, and fostering collaboration across departments and university offices.

What You'll Do

The Research Administration Director reports to the Executive Administrative Dean of the Friedman School and leads the Office of Sponsored Research Administration (SRA). This role provides strategic leadership and oversight for sponsored project administration (pre- and post-award), partnering with school leadership, faculty, department managers, and central Tufts research offices such as the Vice Provost for Research (OVPR). The Director ensures efficient research administration infrastructure, manages RA staff, and serves as a key resource for faculty and staff throughout the sponsored project lifecycle—from funding search to financial compliance—using systems like RAS.

The Friedman School Office of Sponsored Research Administration provides school-specific support for faculty research funding, handling pre-award (proposal preparation and submission) and post-award (grant management) functions.

Key Responsibilities:

- Develop and implement a strategic plan for sponsored project administration aligned with university-wide principles.
- Draft and review internal policies; define school-level policies, procedures, and tools for pre- and post-award management.
- Participate in pilot initiatives and support implementation of new university-wide systems.
- Assess and optimize RA resources to ensure efficient workflows and adequate coverage.
- Manage RA staff: define roles, onboard new hires, set goals, coach, mentor, and provide career development opportunities.
- Provide portfolio backstopping as needed.
- Oversee proposal development and submission; approve costs/rates and cost share; track submissions and awards; devise strategies to grow and diversify funding.
- Facilitate complex proposals and awards, including multi-department and multi-school initiatives.
- Oversee fiscal management of sponsored projects; assess synergies with Tufts Support Services (TSS) and Budget Center.

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- Serve as the primary resource for resolving complex pre- and post-award issues; identify risks and implement mitigation strategies.

What We're Looking For

Application Instructions: *To receive full consideration, applicants should apply online and include 1.) A resume 2.) A cover letter addressing your interest in this role, your research administration expertise, management experience, and leadership style.*

Candidates should demonstrate the ability to:

- Manage complexity and solve problems effectively
- Collaborate across teams and departments
- Instill trust with direct reports and colleagues
- Navigate conflict constructively
- Lead work through direction, delegation, and problem-solving

Basic Requirements:

- Bachelor's degree and a minimum of 10 years of related experience
- At least 5 years of seasoned supervisory and management experience
- Knowledge and experience with international program administration and oversight
- Expertise in both pre-award electronic application processes and post-award financial management
- Proven ability to manage compliance with federal government grants and contracts; interpret and apply university and sponsor policies and procedures
- Experience with electronic grants management systems and enterprise research administration systems
- Proficiency in MS Office (Word, Excel, PowerPoint) and internet research tools

Preferred Qualifications:

- Certified Research Administrator (CRA) designation
- Familiarity with Tufts systems and processes
- Experience in institutional policy development

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Pay Range

Minimum \$141,000.00, Midpoint \$176,300.00, Maximum \$211,500.00

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

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