

Job Title:**Administrative Assistant, Office of Sponsored Research, University****Job Description:**

Under the supervision of the Director of Sponsored Research, provide assistant level support for a wide range of faculty-initiated research projects.

Reports to:

Director of Sponsored Research, Office of Sponsored Research

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Provide administrative assistance in the OSR for funded and non-funded Research Projects, Pre- and Post-Award / grant budgetary due diligence, and IRB (Institutional Review Board) administration.
- Assist the OSR in the receipt, data entry, preliminary screening, tracking, and updating grants; provide support in the preparation of OR materials and reports; support the OSR Director and researchers with various stages of the project processing; data entry, maintenance, updating records and files; and assist in helping faculty on grant application requirements.
- Assist in collecting and preparing responses to routine inquiries and drafting responses for research projects, grants, and IRB applications.
- Assist in data entry, maintaining, tracking, monitoring pre- and post-award budgetary documents. Under the directions of OSR Director, correspond with the Business Office and researchers regarding grants, research allocations, and other related budgetary matters.
- Support in creating and maintaining ongoing accurate and current forms and database for all research projects, grants, and non-funded projects, and IRB files.
- Support the OSR in due diligence compliance with federal regulations (U.S. DHHS/OHRP) in processing and reviewing IRB protocols, data entry, tracking, and assisting investigators' completion of the human subject research / IRB educational requirements and all other necessary due diligence,
- Provide support in maintaining and updating the OSR website and TEAMS.
- Other duties as assigned.

**Qualifications/
Education:****Education:**

- Associate's Degree or equivalent education and professional experience.

Skills & Experience:

- Minimum of three years of full-time administrative experience, in a fast-paced environment;
- Superior organizational skills and detail orientation;
- Demonstrated success to work under pressure and meet deadlines;
- Demonstrated success to maintain positive interpersonal relationships;
- Demonstrated success to keep track of multiple projects and ensure timely follow-up;
- Demonstrated success to be self-motivated and able to work independently with minimal supervision;
- Demonstrated success to maintain satisfactory work performance and attendance records;
- Ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion;
- Possess strong verbal, written communication skills and customer service, including the ability to maintain good relations with the university community;
- Ability to anticipate needs and work proactively to manage the daily flow of the office;
- High proficiency with Microsoft Office suite, in particular Microsoft Outlook, Adobe, WORD, and Excel.

Compensation:

CHSU offers a competitive benefits and compensation package. The wage range for this position is \$17.79 to 24.04 per hour. Salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type Error! Reference source not found. in the subject field of the email.