

Senior Research Administrator - Friedman School of  
Nutrition  
Tufts University

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Posted Nov. 4, 2021, set to expire Mar. 19, 2022

**Job Title** Senior Research Administrator - Friedman School of Nutrition  
**Department**  
**Institution** Tufts University  
Boston, Massachusetts

**Date Posted** Nov. 4, 2021

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Research Scientist/Associate

**Academic Field(s)** Nutrition and Dietetics

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**Job Description**

The Research Administration unit at the Friedman School of Nutrition Science and Policy is responsible for the full life cycle of quality research administration ranging from proposal development to post award administration, award close-out and award compliance. The services and resources provided by the unit are geared toward the needs of the research community as well as the requirements of laws and regulations that govern research.

The Tufts University Friedman School of Nutrition Science and Policy is the only graduate school of nutrition in North America. The breadth of our programs is unparalleled including cutting-edge research and education from individuals to food systems, and from genetics to policy. This unique breadth and scope make the Friedman School a leading institution for evidence-based nutrition education, research, and public impact.

The Research Administration unit maintains close working relationships with the Office of the Vice Provost for Research in order to keep abreast of policies and systems, and ultimately to create and

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support an environment that promotes research.

Responsible for administering varied portfolio of relatively complex sponsored awards. Utilizing research administration knowledge, works with faculty to develop sponsored proposals and to manage post- award compliance activities. Consults with faculty and staff in interpreting intricate sponsor rules and regulations, defines administrative strategy and executes the proposal development work plan to increase the number of proposal submitted to external sponsors, assists faculty and staff in navigating new research administration tools and systems, identifying, proposing solutions and working toward resolutions related to complex pre/post-award matters.

### **Contact Information**

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

### **Contact**

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