

Research Administration Associate Director - Public
Health & Community Medicine
Tufts University

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Posted Aug. 17, 2022, set to expire Dec. 30, 2022

Job Title	Research Administration Associate Director - Public Health & Community Medicine
Department	Public Health & Community Medicine
Institution	Tufts University Boston, Massachusetts
Date Posted	Aug. 17, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Public Health/Biostatistics/Epidemiology Community Health
Job Website	https://jobs.tufts.edu/jobs/17373?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply Online Here	https://jobs.tufts.edu/jobs/17373?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Department of Public Health and Community Medicine is an academic department within the Tufts University School of Medicine located on the Health Sciences Campus in Boston. Technical and academic assets within the department provide a strong research support system for federally-funded research.

Its 30 full-time faculty members hold advanced degrees in epidemiology, biostatistics, sociology, anthropology, law, medicine, nutrition, biology, engineering, health policy, economics, social policy, education, social work, and the behavioral sciences. Department research includes a focus on the following thematic areas: health equity, health communication, nutrition and infection, infectious disease

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epidemiology, health policy and health care delivery, environmental health, the opioid epidemic, and global health. Department faculty are methodologically strong and diverse, with expertise in biostatistics, survey research, program evaluation, qualitative methods, dietary assessment, GIS, and spatial epidemiological analysis.

What You'll Do

Interacts and partners with school leadership, faculty, department managers, and the Offices of Pre and post-Award Research Administration to assess and improve research administration (RA) resources and to ensure efficient RA workflow and adequate RA coverage and backstopping. Manages RA staff and serves as an RA resource for faculty and staff. Administers a varied portfolio including most complex sponsored awards and facilities school-wide and or cross-school research collaborations. Utilizing extensive research administration knowledge, works with faculty to develop sponsored proposals and to manage post-award needs of portfolio, and assists faculty and staff in navigating new research administration tools and systems.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree and 7-10 years' experience
- Management experience
- Knowledge of both pre-award and electronic application process as well as post-award financial management
- Experienced in managing compliance with federal government grants and contracts and ability to interpret and apply university and sponsor policies and procedures
- Experienced with electronic grants management systems and enterprise research administration systems; knowledgeable in MS Office (Word, Excel, PowerPoint) and internet

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

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

Contact



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