

ANNOUNCEMENT OF PROFESSIONAL VACANCY

**Research Foundation for The State University of New York
at the
SUNY College of Environmental Science and Forestry
1 Forestry Drive, Syracuse, New York 13210-2778**

August 19, 2021

Title: Sponsored Programs Assistants
Unit: Office of Research Programs (ORP)
Salary: Low to Mid \$50,000's annually

Brief Description of Duties: Assist SUNY-ESF faculty and staff in the administration of sponsored research contracts and grants. The duties for this position may include:

- Provide assistance to faculty investigators to develop project budgets and prepare proposal application materials in accordance with sponsor submission requirements and Research Foundation for SUNY policies;
- Assist faculty, staff, and administration in the interpretation of application requirements.
- Assist ORP staff in the submission of faculty research proposals to federal, state and industry sponsors;
- Assist and collaborate with faculty and staff with post-award financial and contract administration including account management, expenditure monitoring, project staffing, conflict of interest reporting, effort certification, and other issues related to award compliance;
- Assist with sponsor reporting and compliance requirements.

Required Qualifications:

- B.S./B.A. in business, administration, or other relevant field;
- Proficiency with information systems and spreadsheet software;
- Service-oriented individual with the ability and desire to work within a team approach and excel in a fast paced, deadline-oriented environment;
- Ability to consistently multitask, solve problems, and work flexibly to ensure success and provide support to colleagues as necessary.

Preferred Qualifications:

- Two or more years of related business experience (e.g. proposal / contract preparation and administration);
- Experience in a sponsored program or contract administration environment;
- Proficiency with electronic business systems.

Date to be Filled: As soon as possible after application deadline.

Application Deadline: Although applications will be accepted until the position is filled, candidates should submit their application by September 6, 2021 to assure optimal consideration.

Application Procedure: Application materials are required to be submitted on-line at <http://www.esf.edu/hr/search/>. If you do not have access to a computer, one is available at: SUNY-ESF Human Resources, 216 Bray Hall, One Forestry Drive, Syracuse, NY 13210 or call (315)470-6611 for assistance.

The Research Foundation of the State University of New York is an Equal Opportunity/Affirmative Action employer. Women, minorities, individuals with disabilities, and veterans are encouraged to apply.

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