

ANNOUNCEMENT OF PROFESSIONAL VACANCY

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

August 19, 2021

Title: Sponsored Programs Associate'

Unit: Office of Research Programs (ORP)

Salary: High \$50's to Mid \$60's annually, depending on qualifications and experience

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:

- Collaborate with and guide faculty investigators in the development of project budgets and the development of proposal application materials in accordance with sponsor submission requirements and Research Foundation for SUNY policies;
- Guide faculty, staff, and administration in the interpretation of application requirements.
- Coordinate the submission of faculty research proposals to federal, state and industry sponsors;
- Collaborate with faculty and staff on post-award financial and contract administration requirements 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;
- Five or more years of relevant business and/or administration experience;
- Proficiency with information systems and spreadsheet software;
- Proficiency with electronic business systems.
- 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: Five or more years of proposal/contract preparation and administration experience.

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: Employment application is required to be submitted on-line at <http://www.esf.edu/hr/> Attach cover letter, resume and contact information for three employment references.

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site: <http://www.esf.edu/univpolice/crimereports/>

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at [https://www.esf.edu/au/documents/ESF Tobacco Free.pdf](https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf)

The Research Foundation is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.