RESEARCH ADMINISTRATION TRAINING MANAGER, Research Operations, Analytics & Systems

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Job Description
RESEARCH ADMINISTRATION TRAINING MANAGER, Research Operations, Analytics & Systems

Category
Boston University Medical Campus --> Professional
Job Location
BOSTON, MA, United States
Tracking Code
25500404361017
Posted Date
10/17/2025
Salary Grade
Grade 49
Expected Hiring Range Minimum

$80,000.00

Expected Hiring Range Maximum

$100,000.00

The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, specialty, training and internal pay comparison. The above hiring range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.

Position Type

Full-Time/Regular

Sponsored Programs is part of the Office of Research, a group dedicated to aiding the research community in navigating the lifecycle of their work, from finding funding to creating proposals to helping inventions find their way to the public. The Training Manager will create the design, development, implementation, and management of training guidance and processes that ensure compliance with accounting principles, sponsor requirements, state and federal guidelines, and University policies. This position reports to the Director of Training and Development, ideally, will have experience in research administration. We are embarking on a new model to support school and central administrators, specifically the onboarding of new administrators, ensuring they have the foundation to be successful and thrive in their roles. This work will support our faculty and their needs for strong grant and finance administrators. Major Duties Develop and deliver specialized training on the full lifecycle of sponsored research (pre-award, post-award, compliance, closeout) and translate complex federal regulations and University policies into accessible training content for central and departmental staff and faculty. Assist with the design, development, and delivery of comprehensive training programs using evidence-based instructional design principles (e.g., ADDIE, backwards design, adult learning theory) for research administration staff at all levels. Assist in planning training curriculum using instructional design workflows (e.g., outlining, action mapping, storyboarding, prototyping, user testing). Create engaging multimedia learning materials including e-learning modules, job aids, videos, and interactive workshops. Conduct needs assessments, gap and root cause analyses, and provide recommendations for correction. Design and implement program evaluation frameworks, generate surveys, analyze training data, and assist with the creation of dashboards to measure program impact and demonstrate ROI. Collaborate with stakeholders across the University to ensure training alignment with institutional goals. Lead large-scale training initiatives, manage cross-functional project teams and working groups, and develop strategic training roadmaps aligned with organizational priorities and regulatory changes. Manage Sponsored Research web pages, the SP blog, and communications; collaborate with stakeholders across the University to ensure training alignment with institutional goals Provides additional support for ad-hoc projects.

Required Skills

We're seeking someone with a passion for developing others and sharing knowledge. Ideally, this person would have a creative eye for developing methods and materials that stand out and engage our community.

This role will require self-teaching in a robust suite of software. Daily work will entail strong project management and ability to work independently, make decisions under uncertainty, and solve complex problems creatively.

Education: 5+ years with a bachelor's degree. Equivalent experience can substitute for a degree.

Experience:

- 5-7 years of progressively responsible experience required, or 3+ years with a master's degree, including: Substantial experience (3-5 years) in research administration (pre-award and/or post-award).
- Experience managing large-scale projects and working with cross-functional teams.
- Demonstrated expertise in instructional design and curriculum development (preferred).
- Proven track record leading training programs of significant scope and complexity (preferred).
- RACC certification (CRA, CPRA, or CFRA) preferred.
- Technical Competencies Proficiency with Microsoft Office Suite, Microsoft Teams, SharePoint, and design tools (Adobe Creative Cloud, Camtasia, Canva, and Figma).
- Experience with survey and assessment tools (Qualtrics, Zoom, polling software) and Learning Management Systems (LMS).
- Familiarity with e-learning authoring tools (Articulate Rise/Storyline preferred) and AI applications in research administration (ChatGPT, Copilot, NotebookLM).

Professional Competencies:

- Advanced knowledge of federal research compliance regulations and sponsored programs policies
- Strong project management and analytical skills with ability to lead cross-functional teams, evaluate programs, and solve complex problems creatively
- Excellent communication skills with ability to translate complex concepts for varied audiences and passion for developing engaging learning experiences

About Our Benefits:

Boston University offers generous benefits including health insurance, dental insurance, life insurance, tuition remission, retirement plan, and paid time off.

All applications must include a cover letter to be considered.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, natural or protective hairstyle, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, pregnancy or pregnancy-related condition, or because of marital, parental, or veteran status. We are a VEVRAA Federal Contractor.

Required Skills

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To apply, visit https://jobs.silkroad.com/BU/External/jobs/316005

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