Project Administrator

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Type: Full-Time
Salary: Salary Range: 51,000 - 55,000
Posted: 1 day ago
Category: Sponsored Programs, Grants, and Contracts
Advertising Summary:

Unit: VP Research MBU

Department: Strategy and Regulatory Affairs

Department Summary: At the VCU Office of the Vice President for Research and Innovation, our mission is to foster transformative research, discovery, and innovation at Virginia Commonwealth University through excellence in service. We partner with faculty in all schools and departments as they seek funding, plan studies, establish collaborations, calculate budgets, submit grant applications, negotiate industry contracts, and secure patents and licensing agreements. Our commitment to supporting and elevating the research community at VCU has resulted in record levels of sponsored research and has placed VCU among the nation's premier public research universities. Through our passion for discovery and willingness to take on challenges, we continue to advance the work that matters most and position the university as a national leader in research, innovation, creativity, and scholarship.

Duties & Responsibilities:

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Provide ongoing project assistance for the research strategic priorities plan and strategy team, reporting to the Internal Funding Program Manager, in support of program success and reporting. This role involves:

- Maintaining meticulous records, the meeting plans, reports, and goal progress.
- Curation of highly detailed management of dashboards and metrics supporting transparency, reporting, and program review in an auditable format.
- Providing data and reports at the request of program managers and administrative leadership.
- Ongoing project management and planning, including leveraging experience with internal funds management.
- Preparing draft communications and reports.

- Providing administrative support.

Specific responsibilities in a fast-paced environment with shifting deadlines, include:

- Assisting with all internal funding annual cycle from RFA development through the reviewer identification process, review follow-up, award processing, and activation.
- Provide ongoing project management for the Internal Funding program.
- Monitor PI/Co-PI communications, award status, metrics and reporting.
- Provide back-up executive assistance, upon request.

Qualifications:

Only applicants who do not require current or future sponsorship for employment will be considered

Minimum Qualifications

Demonstrated ability to work in and foster an environment of respect, professionalism and civility with a population of faculty, staff, and students from all backgrounds and experiences, or a commitment to do so as a staff member at VCU.

Only those who do not require current or future sponsorship for employment will be considered

The successful candidate for this role must possess a combination of foundational skills and relevant experience necessary for success in a dynamic, project-driven research funding environment, including:

- Experience in research funding management.
- Strong organizational skills with a demonstrated ability to synthesize complex information into actionable tasks.
- Excellent communication and customer service skills with experience working at an executive level.
- Experience with specialized project management or data tools, such as Smartsheets.
- Proficiency with standard office software, including MS Office Suite and G-Suite.

Preferred Qualifications

Candidates with documented experience in the following areas are preferred:

- Demonstrated ability to make data-driven decisions.
- Experience in developing and writing professional communications.
- Experience with establishing and evaluating ROI.
- Familiarity with AI tools for productivity and analysis.

- Experience taking and preparing official meeting records and following up on action items.
- Proven ability to proactively recognize needs and manage daily working relationships.
- Prior experience in an academic research development environment.
- Prior experience with space utilization planning, student worker supervision, and high-profile project management.

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Benefits: All full-time university staff are eligible for VCU's robust benefits package that includes comprehensive health benefits, paid annual and holiday leave granted up front, generous tuition benefits, retirement planning and savings options, tax-deferred annuity and cash match programs, employee discounts, well-being resources, abundant opportunities for career development and advancement, and more.

FLSA Exemption Status: Exempt **Hours per Week:** 40

Restricted Position: Yes

ORP Eligible: No

Flexible Work Arrangement: Hybrid

University Job Title: 19241N - Project Administrator GA 1

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