Associate Director of Research Administration

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Military



Company Description

By working at Harvard University, you join a vibrant community that advances Harvard's world-changing mission in meaningful ways, inspires innovation and collaboration, and builds skills and expertise. We are dedicated to creating a diverse and welcoming environment where everyone can thrive.

Why join the Harvard T.H. Chan School of Public Health?

The Harvard T.H. Chan School of Public Health is a world-renowned institution dedicated to advancing public health through cutting-edge research, education, and global collaboration. Our school is a special place to work because of its vibrant, mission-driven community, interdisciplinary approach, and commitment to addressing some of the most pressing health challenges worldwide. We foster a collaborative and inclusive work environment where innovation, continuous learning, and work-life balance are valued.

Learn more about the School's mission, objectives, and core values, our Principles of Citizenship, and about the Dean's AAA vision about our school's ongoing strategic initiatives.

Job Description

Job Summary:

The mission of the Harvard T.H. Chan School of Public Health is to advance the public's health through learning, discovery and communication. To pursue the mission, the school produces knowledge through research then translates this knowledge into evidence that can be communicated to the public, policymakers, and practitioners to advance the health of populations.
The Sponsored Programs Administration office supports the school's mission by serving as a central resource for the research community through the provision of expertise and leadership in obtaining and managing research funds. It acts as the institutional representative of the President and Fellows of Harvard College for the administration of sponsored

projects for the school. The Sponsored Programs Administration office is comprised of research administrators that work in
partnership with faculty to review and submit proposals, review and negotiate awards/contracts, and provide oversight during an award to ensure compliance with sponsor guidelines and University policies.
The Associate Director will support innovative research at the world's leading public health research institution. Areas of research are focused across nine academic departments which include Biostatistics, Environmental Health, Epidemiology, Genetics & Complex Diseases, Global Health & Population, Health Policy & Management, Immunology & Infectious Disease, Nutrition and Social Behavioral Sciences. The Associate Director will provide leadership across the whole research administration enterprise while servicing a portfolio of academic departments and centers.

Job-Specific Responsibilities:

The Associate Director of Research Administration is a School and University signatory with primary responsibilities throughout the lifecycle of a research project. The Associate Director works closely with faculty and administrators in finalizing and signing funding requests, award documents, as well as award management/post-award items. The Associate Director is also responsible for drafting, interpreting, and negotiating awards and agreements, as well as other research related documents such as DUAs, and NDAs. Throughout the Harvard T.H. Chan School of Public Health and the University, the Associate Director operates to ensure compliance with a wide variety of research policies, procedures, and regulations. Reporting to the Director of Research Administration, the Associate Director is expected to carry themselves with professionalism at all times routinely working with the Harvard Chan School's Dean's Office, University Offices such as Office of General Counsel (OGC), Office of the Vice Provost of Research (OVPR), Office of Technology Development (OTD), and Risk Management and Audit Services (RMAS) as well as other leaders throughout the Harvard Chan School and the University. This role is expected to effectively apply a comprehensive command of the full body of sponsored research knowledge as well as related fields. The Associate Director of Research Administration is expected to have familiarity with and the ability to negotiate a wide variety of agreement types and sponsors, such as federal contracts, international awards, and industry agreements.

Main responsibilities include:

- Acts as a signatory for the President and Fellows of Harvard College for all sponsored research documents
- Reviews awards for consistency with the proposal and compliance with Harvard policies and practices

- Negotiates terms and conditions at all stages of a project included in a variety of documents such as DUAs, amendments, awards as well as other related documents
- Provides full support for all award management responsibilities, such as prior approvals, re-negotiations, and situation interpretation
- Communicates consistently and effectively with all stakeholders
- The Associate Director works with all parties (e.g. PIs, sponsors, OVPR, OGC, RMAS, IRB) to resolve issues, establish solutions, and exercise a high level of sound judgement
- Is a School and University expert in research administration
- Other duties as assigned

Qualifications

Basic Qualifications:

- Bachelor's degree or equivalent work experience required
- Minimum of 7 years' relevant work experience
- Advanced knowledge of sponsored research regulations

Additional Qualifications and Skills:

- Advanced degree; - Certifications related to University sponsored research or research administration content.
- Use Teams, Zoom, Microsoft suite and similar software needed to perform responsibilities.
- Comfort with using AI as a job aid
- Excellent organizational and time management skills
- Excellent written and verbal skills
- Excellent interpersonal skills exhibiting a high level of effective diplomacy
- Advanced working knowledge of research compliance issues & of key federal regulations
- Outstanding attention to detail
- Problem solving skills
- Willingness to be flexible and work well with different teams/people required

Additional Information

- **Standard Hours/Schedule:** 35 hours per week
- **Visa Sponsorship Information:** Harvard University is unable to provide visa sponsorship for this position
- **Pre-Employment Screening:** Identity, Education

Join the Harvard T.H. Chan School of Public Health to support our mission of health research and education, and to be a part of the oldest institution of higher learning in the country!
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- The Harvard T.H. Chan School of Public Health does not provide visa sponsorship, now or in the future, for staff positions.
- Harvard University requires pre-employment reference checks and background screenings.
- This position has a 90 day orientation and review period.

The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up to date on CDC-recommended vaccines.

Work Format Details

This position has been determined by school or unit leaders that the duties and responsibilities can effectively be performed fully remotely at a non-Harvard location. Employees in fully remote positions must work all scheduled hours in a Harvard registered state in compliance with the University's Policy on Employment Outside of Massachusetts. At the discretion of the department, fully remote employees may occasionally be required on site at a Harvard location. Certain visa types and funding sources may limit work location. Individuals must meet work location sponsorship requirements prior to employment.

Salary Grade and Ranges

This position is salary grade level 058. Please visit Harvard's Salary Ranges to view the corresponding salary range and related information.

Benefits

Harvard offers a comprehensive benefits package that is designed to support a healthy work-life balance and your physical, mental and financial wellbeing. Because here, you are what matters. Our benefits include, but are not limited to:

- Generous paid time off including parental leave
- Medical, dental, and vision health insurance coverage starting on day one
- Retirement plans with university contributions
- Wellbeing and mental health resources
- Support for families and caregivers
- Professional development opportunities including tuition assistance and reimbursement
- Commuter benefits, discounts and campus perks

Learn more about these and additional benefits on our Benefits & Wellbeing Page.

EEO/Non-Discrimination Commitment Statement

Harvard University is committed to equal opportunity and non-discrimination. We seek talent from all parts of society and the world, and we strive to ensure everyone at Harvard thrives. Our differences help our community advance Harvard's academic purposes.

Harvard has an equal employment opportunity policy that outlines our commitment to prohibiting discrimination on the basis of race, ethnicity, color, national origin, sex, sexual orientation, gender identity, veteran status, religion, disability, or any other characteristic protected by law or identified in the university's non-discrimination policy. Harvard's equal employment opportunity policy and non-discrimination policy help all community members participate fully in work and campus life free from harassment and discrimination.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.