Research Development Officer/Grant Administrator III- 525983

Florida International University is Miami’s public research university, focused on student success. According to U.S. News and World Report, FIU has 42 top-50 rankings in the nation among public universities. FIU is a top U.S. research university (R1), with more than $200 million in annual expenditures. FIU ranks 15th in the nation among public universities for patent production, which drives innovation, and is one of the institutions that helps make Florida the top state for higher education. The Next Horizon fundraising campaign is furthering FIU’s commitment to providing students Worlds Ahead opportunities. Today, FIU has two campuses and multiple centers, and supports artistic and cultural engagement through its three museums: Patricia & Phillip Frost Art Museum, the Wolfsonian-FIU, and the Jewish Museum of Florida-FIU. FIU is a member of Conference USA, with more than 400 student-athletes participating in 18 sports. The university has awarded more than 330,000 degrees to many leaders in South Florida and beyond. For more information about FIU, visit www.fiu.edu.

Identifies funding opportunities, coordinates cross-institutional teams of researchers, and develops interdisciplinary research proposals for the College of Arts, Sciences & Education (CASE). Works with the Associate Dean of Research, Directors of preeminent programs including STEM, and Principal Investigators of funded projects, to formulate and facilitate the research direction of CASE. Works with CASE faculty to increase the competitiveness of research proposals, assemble required documents for proposals submissions, and respond to reviews of unsuccessful proposals. Assists with developing resources and trainings for research faculty, with a focus on preeminent research areas and new investigators. Works with departments, College Administrators and Principal Investigators in proposal and budget construction preparation and final submission to the agencies making sure that proposal has strict adherence to agency's guidelines.

- Facilitates the overall research activity of CASE to increase the competitiveness of research proposals
- Assists with strategic planning for CASE toward the expansion of research, development, and education capabilities.
- Assists faculty with responding to reviews of unsuccessful proposals.
- Identifies and tracks relevant funding opportunities on behalf of CASE.
- Facilitates team formation and proposal writing meetings for identified research opportunities. Drafts proposals in response to relevant funding opportunities.
• Prepares and assembles required proposal documents and facilitates submission by the FIU Office of Research and Economic Development (ORED) to Federal agencies, industry, contractors, and foreign entities.
• Directs implementation and interpretation of operating policy procedures for CASE subject to appropriate oversight from the FIU Office of Research and Economic Development.
• Assists with coordinating efforts between the Office of Technology Management and Commercialization and CASE, including monitoring grant provisions to ensure compliance with State, University, and Sponsor's guidelines.

Minimum Qualifications:

• Bachelor's degree and four (4) years of grant or contract administration experience OR Certified Research Administrator (CRA) and four (4) years of grant or contract administration experience OR equivalent combination of education and eight (8) years of grant or contract administration experience.

Departmental Requirements:

• Must complete the internal Research Administrator Certificate Courses (RACC) within 3 months of hired. Must complete the CRA Prep Course within 1 year in the role

Desired Qualifications:

• Education focused in STEM or Environmental Sciences. Experience with scientific proposal writing and preparation.
• Experience coordinating teams to prepare proposals for large-scale funded research projects.
• Experience identifying research opportunities at major funding agencies.

Job Category:

• Administrative

Advertised Salary:

• $60,000 - $65,000

Work Schedule:

• Begin time: 8:30 AM
• End time: 5:00 PM

Pre-employment:

• Criminal Background Check

Other Information:

• Travel to FIU Campuses
For further information or to apply online visit our website at https://careers.fiu.edu and reference job opening ID # 525983

Florida Statute 1010.35 - Screening Foreign Researchers
Pursuant to Florida law, any citizen of a foreign county who is not a permanent resident of the U.S., or who is a citizen or permanent resident but is affiliated with or has had at least 1 year of employment or training in China, Russia, Iran, North Korea, Cuba, Venezuela, or Syria is subject to additional screening. Applicants meeting those criteria will be required to provide the following information in the application: every institution of higher education attended; all previous employment since the applicant’s 18th birthday; list of all published material, current and pending research funding from any source, including details about the research, your role, funding source, and amount; list and description of any non-university professional activities; any affiliation with an institution or program in a foreign country; a complete copy of your passport; the most recently submitted DS-160 (Online Nonimmigrant Visa Application).

Clery Notice
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the University Police department at Florida International University provides information on crimes statistics, crime prevention, law enforcement, crime reporting, and other related issues for the past three (3) calendar years. The FIU Annual Security report is available online at: https://police.fiu.edu/download/annual-security-fire-safety-report/.

To obtain a paper copy of the report, please visit the FIU Police Department located at 885 SW 109th Avenue, Miami, FL, 33199 (PG5 Market Station).

Pay Transparency
Florida International University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information.

FIU is a member of the State University System of Florida and an Equal Opportunity, Equal Access Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status