

University of Medicine and Dentistry of New Jersey Competency-Based Job Description

Job Title: Program Administrator I (Sponsored Research)
Department: The Cancer Institute of New Jersey (CINJ)
Division/Section: Office of Sponsored Research (OSR)
Operating Unit: The Robert Wood Johnson Medical School (RWJMS)
Reports To: Executive Director, Sponsored Research
Approved By: DJP *[Signature]*
Approved Date: January 2012

CINJ VISION AND MISSION STATEMENT:

Our vision is to be a world leader in the pursuit of scientific discoveries that advance knowledge in the prevention, detection and treatment of cancer. CINJ can best achieve this vision by striving to become a “top 10” cancer center in the next 10 years, indicative of increased breadth and depth of outstanding cancer research. Through this achievement, the citizens of New Jersey will realize tremendous benefits including the availability of pioneering cancer care to treat and prevent cancer, extraordinary educational opportunities in the health sciences, and enhanced economic development through novel academic/private sector collaborations.

The mission of the CINJ is to conduct innovative basic, clinical and population research that:

1. Expands our understanding of the etiology and biology of cancer.
2. Facilitates the rapid translation of laboratory-based discoveries into human studies.
3. Develops new approaches and interventions for cancer prevention that decrease cancer incidence and mortality.
4. Develops new and better therapies to decrease suffering and mortality from cancer.

Fulfillment of this mission will be achieved in an environment that values diversity and fairness, and one that is dedicated to the development of the next generation of physicians and scientists and to delivering comprehensive and compassionate patient care.

SUMMARY: The primary purpose of the Program Administrator I is the responsibility for overseeing the day-to-day functions revolving around timely submission of research grant and contract proposal submissions, in accordance with agencies’ regulations, ensuring a uniform standard of quality and values, and application of the “art of grantmanship.”

AGE/PATIENT POPULATION(S) SERVED KEY

<u>Age of Patient Population Served</u>	<u>Population</u>
<input type="checkbox"/> Neonate (birth - 28 days)	<input type="checkbox"/> Bariatric Patients: BMI greater than 40, or greater than 35 with weight related comorbidities
<input type="checkbox"/> Infant (29 days – less than 1 year)	<input type="checkbox"/> Patient with exceptional communication needs
<input type="checkbox"/> Pediatric (1 - 12 yrs)	<input type="checkbox"/> Patient with developmental delays
<input type="checkbox"/> Adolescent (13 – 17 yrs)	<input type="checkbox"/> Patient at the end of life
<input type="checkbox"/> Adult (18 – 64 yrs)	<input type="checkbox"/> Patient under isolation precautions
<input type="checkbox"/> Geriatric (65 yrs & older)	<input checked="" type="checkbox"/> All Populations
<input checked="" type="checkbox"/> Nonage Specific Task (N/A)	

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Oversees the preparation and compilation of all CINJ grant and contract applications in their entirety. Reviews all modification in awards, requests for extensions and revisions in implementation schedules.

Assigns office staff duties, including but not limited to grants to be processed, databases to be updated and filing to be completed.

Creates a monthly deadline list for all grants, progress reports and grant agency required documentation being prepared through the office.

Reviews individual grant proposals with faculty and staff to ensure final application completeness, accuracy, and compliance with funding agency policies.

Directly assists faculty with complex, multi-project and multi-institutional grant and contract proposals, including interfacing with internal and external collaborators, budget preparation and application completion.

Regularly reviews and reports on grant preparation, success rates and awards received.

Supervises the preparation of external correspondence regarding grants and contracts.

Reviews all modification in awards, requests for extensions and revisions in implementation schedules.

Administers and interprets applicable federal and/or state laws and regulations regarding grant implementation and compliance.

Disseminates notices of granting agency, federal and state regulations to faculty, and staff, where applicable.

Disseminates funding opportunities to faculty.

Ensures that SOP manuals are created and maintained for all departmental job classifications.

Prepares and/or directs the preparation of reports and studies regarding opportunities for external funding of research, review criteria, and funding targets of proposal activity. Disseminates findings to appropriate investigators.

Establishes and maintains effective communication and cooperative working relationships with University administrators, faculty, staff, government and private agencies.

Develops tools to assist faculty and staff in the preparation of grants and contracts.

Initiates and plans continuing educational activities for OSR staff.

Directs all OSR activities in the absence of the Executive Director.

Assumes Grant Coordinator duties whenever workload dictates.

Recommends the hiring, firing, promoting, demoting, performance evaluations, transfers and/or disciplining of employees, as well as other personnel actions according to University policies and procedures.

Supports the University's goal on workplace diversity and EEO goals and objectives concerning employment and promotional opportunities.

Understands and adheres to UMDNJ's compliance standards as they appear in UMDNJ's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.

Keeps abreast of all pertinent federal, state and UMDNJ regulations, laws and policies as they presently exist and as they change or are modified.

Ensures that the staff are trained and evaluated on their knowledge of and adherence to compliance policies and procedures specific to their jobs.

Performs other related duties as assigned.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Master's Degree (MBA or Masters in biological science preferred) plus a minimum of five (5) years related experience showing progressive increase in responsibility, including demonstrated competency in communication, interpersonal relations, and supervision. Must have a complete understanding of all principles and procedures involved in processing grant applications, including applied knowledge of agency rules and regulations. Proficiency in the Microsoft Office Suite and basic relational database knowledge is required. Outstanding human relations and leadership skills, and the ability to function in a team environment required. Knowledge of how to accomplish superior performance in a unionized environment preferred. Equivalent education, experience and/or training may be substituted for the degree requirement.

PHYSICAL DEMANDS: Walking, sitting, standing, pushing, pulling, bending, lifting up to 20 pounds.

WORK ENVIRONMENT: Office environment, moderate noise.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, Acknowledge Review of This Job Description.
(Employee's Name - PRINT Name)

Employee's Signature Date: _____

Supervisor's Signature Date: _____