**Title: Grant & Contract Administrator**

**About the Department**

For generations, government policies and institutional choices have excluded many Americans from opportunities for education, employment, and wealth creation. Ending intergenerational poverty and building an inclusive economy—one that provides real economic opportunities for all communities—requires collaboration across sectors, as well as scientific evidence about what works and what doesn’t. Traditional research can take years, and the results often don’t reach those who need the information most—the people living with and working on these issues. The University of Chicago Inclusive Economy Lab solves this by working with policymakers, organizations, and communities to identify their most urgent and pressing challenges, co-generate evidence about what works, and translate that evidence into real policy changes that expand economic opportunity and improve lives.

Founded in 2015, The University of Chicago Inclusive Economy Lab conducts rigorous research that expands economic opportunity for people harmed by discrimination, disinvestment, and segregation. One of five Urban Labs based at the Harris School of Public Policy, the Inclusive Economy Lab is led by Pritzker Director Marianne Bertrand, Chris P. Dialynas Distinguished Service Professor of Economics at the Booth School of Business.

By identifying barriers to social mobility and racial equity and highlighting the programs and policies that have the most positive impact, our work creates aims to create greater economic opportunity. We specialize in evaluating programs with the potential to improve lives in four main areas:

* College and Career Success
* Housing Stability
* Financial Security
* Quality Jobs

**Responsibilities:**

1. Pre-Award: Supports unit fundraising efforts through assisting the team on the grant application process for foundation and corporate proposals and reports, including:
	* understanding and summarizing sponsor submission guidelines,
	* leading project management of grant submission, including meetings
	* creating and updating workplan and tracking templates,
	* gathering supporting materials,
	* ensuring the review of all applications against University guidelines,
	* Coordinating with other departments/units/divisions regarding multi-investigator proposals and grants.
	* attaining prior approval from the university through use of the AURA system,
	* assisting leadership team members with reviewing proposal components for completeness and compliance,
	* submitting proposals and reports (often on sponsor portals),
	* and executing the monthly grant report and fundraising calendar
2. Post-Award: Assists with straightforward post-award activities including account creations, regulatory and compliance monitoring, salary allocations, effort reporting, grant projections, cost allocations, cost center charges, equipment inventory, invoice preparation, grant closing process, and account closing.
	* Prepares closing memos and works with University Research Administration to ensure that research accounts are terminated in good standing.
	* Conduct finance transfers, including payroll and non-personnel transfers.
	* Assists on all sub-award agreements including set-up and payment/execution.
	* Assists in preparation of budget summaries as required for sponsored project reports.
3. Maintains oﬃce services by organizing oﬃce operations, conducting supply and equipment inventory, acting as building liaison, event planning and support, and space planning and oversight. Responsible for purchasing for the department, including:
	* Working with University Procurement department to create agreements, creation of purchase orders,
	* Conducting purchasing using finance systems. and
	* Ensuring that purchasing requests are accurate and in compliance with university policy.
	* Lead oﬃce related invoice processing and supply purchases.
4. Assist in the development of finance and operations policies and procedures
5. Responsible for training department staff on related procedures (e.g. time-tracking, purchasing, reimbursement, and grant proposals).
6. Responsible for administering time-tracking system, running reports, conducting audits, providing trainings, trouble-shooting system errors, and enforcing compliance with policies.
7. Drafts presentations, charts, graphs and visual with a moderate level of guidance.
8. Performs other related work as needed.

**Minimum Qualifications**

**Education:**

Minimum requirements include a college or university degree in related field.

 **Work Experience:**

Minimum requirements include knowledge and skills developed through < 2 years of work experience in a related job discipline.

**Preferred Qualifications**

**Experience:**

* Previous experience in a decentralized environment
* Previous experience with various University electronic systems, including grant, finance and purchasing system experience (e.g. Concur).
* Demonstrated experience working with communities that have experienced segregation and disinvestment
* First generation college students and those with lived experience in communities experiencing poverty and disinvestment are encouraged to apply.

**Technical Skills or Knowledge:**

* Proven ability with software applications and databases.
* High level of ﬂuency in word processing, presentation, and spreadsheet software (e.g. MS Ofﬁce, including Word, Excel, PowerPoint and Outlook), particularly Microsoft Excel.

**Preferred Competencies**

* Ability to engage thoughtfully with issues related to race, identity, and equity and work across difference required
* Must have exceptional organizational skills, including attention to detail, time-management, with previous project management experience.
* Ability to prioritize projects during high-pressure and high-volume workload periods.
* Customer service orientation and communication skills.
* Utilize critical thinking skills to draw conclusions / solve problems
* Demonstrate ability to clearly communicate and discuss information internally and externally.
* Demonstrated ability to manage multiple projects simultaneously and meet tight deadlines
* Ability to work both independently and to collaborate with others, both on internal teams.
* Must be able to build professional relationships with project teams, central support staﬀ, vendors, and funders to best support project outcomes.
* Demonstrates high level of personal integrity.

**Application Documents**

* Resume/CV (required)
* Cover Letter (required)

**To Apply:**

Submit resume, cover letter, writing sample, and transcripts to requisition **JRXXXXX**. Finalists for this position may be required to present on a research project as part of the interview process.

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