



## [APPLY ONLINE](#)

### **Position Summary**

#### **Grants Operations Associate**

##### **Purpose**

Coordinates the pre-award planning, organization, and preparation, and the post-award administration of various grants assigned to the CIBMTR (Center for International Blood and Marrow Transplant Research). Collaborates with Financial Analyst, investigators, and administrative staff to ensure that grants follow regulatory, funding agency, and policy requirements. Coordinates with investigators in the identification and development of grant opportunities.

##### **Primary Functions**

1. Prepares financial support documents for grants and contracts
2. Reviews, and edits grants and contracts documents.
3. Prepares, reviews, and monitors daily financials of research/grant accounts to assure appropriate spending within grant guidelines and MCW policies.
4. Track grant based labor expenses by account.
5. Coordinates grant submission and proposal activities, including eBridge entry and maintenance.
6. Reviews grant compliance with IRB protocol and clinical trials procedures.
7. Expedites grant submissions and evaluates grant quality.
8. Assists in the creation, negotiation, and administration of CIBMTR grants, contracts, and research proposals.
9. Monitor and review expenditures against the approved budget; confirm accounts and account balances.
10. Prepare and submit invoicing to sponsors.
11. Process Funding Reallocation Forms for CIBMTR faculty and staff labor distribution changes.
12. Monitor grant subawards and process invoices for payment.
13. Run monthly Oracle financial report package and other system reports as needed.
14. Assist in special projects as needed.

##### **Knowledge – Skills – Abilities**

Knowledge of economics, accounting, mathematics, administration, English language, law, government, and human resources.

Work requires resource management, mathematics, problem solving, coordinating work activities, critical thinking, systems analysis, operations analysis, time management, writing, active listening, and active learning skills.

Speech clarity, speech recognition, finger dexterity, and wrist-finger speed while operating computers abilities required.



**Organizational Structure**

Building: Clinical Cancer Center

Department: Medicine

Division: CIBMTR

Reports to (Title): Senior Grants Operations Coordinator

Direct Reports (Titles): None

Collaborates with (Titles): MCW Grants and Contracts, NMDP Grants and Contracts., MCW Department of Medicine Grant and Finance Staff, CIBMTR Business Operations, CIBMTR Executive Director, Deputy Cancer Center Director, CIBMTR Scientific Directors, CIBMTR Finance Team.

**Specifications**

*Appropriate education and/or experience may be substituted on equivalent basis*

Minimum Required Education: Bachelor’s degree

Minimum Required Experience: 2 years of experience

Preferred Education: Business or Finance degree preferred

Preferred Experience: Grant and Financial experience in an academic/research setting preferred

Field: Business

Certification: CITI training required within 90 days of hire. IT security compliance training (internal CIBMTR) required within 60 days of hire.

**Classification**

Grade Name	12
Full-Time Equivalent	1.0
FLSA Status	Exempt
FLSA Test	Exempt
Workweek	Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.
Job Name	Administrative
Position Category	Professional Services

**Job Scope**

- Problem Solving Work requires long cycle procedures or functions
- Impact Errors may result in damage or expense
- Leadership Supervision is provided only as needed
- Internal Communication Communicates regularly regarding non-controversial matters
- External Communication Communicates regularly regarding non-controversial matters
- Responsibility Uses funds or property to perform work as part of a unit
- Confidentiality Uses confidential information occasionally

**Physical Requirements**

Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

**Risk Potential**

Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

**Sensory Acuity**

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

**Work Environment**

Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.

**Performance Dimensions****Collegiality**

Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication.

Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

**Excellence and Creativity**

Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions.

Identify and implement new methods to increase efficiency and quality.

**Education and Development**

Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility.

Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

**Agility and Judgment**

Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances.

Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

**Stewardship and Institutional Citizenship**

Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.



## **Disclaimers**

### ***Background Check***

Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and / or driving record check.

### ***Equal Opportunity Employer***

The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

### ***Diversity and Inclusion***

The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative

### ***Confidentiality***

Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification,

### ***Completeness***

This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.