



Fiscal and Operations Project Associate

Job Description:

Working closely with the grant's Fiscal and Operations Project Manager, the Fiscal and Operations Project Associate supports the day-to-day oversight and coordination of the fiscal and administrative tasks necessary to the functioning of grant-sponsored research. Under the supervision of the Project Manager, the Project Associate provides support to develop, organize, monitor, and review fiscal documentation, research and prepare materials for new funding opportunities, and assist in other tasks related to grant expenditures and personnel.

This is a part-time position, 2 days per week. The position will begin in early 2018 and extend through June 30th, 2018, with the potential for a continuing part-time or full-time position after that date. **Depending on project needs and funding, this role may also be considered training toward advancement to a full-time position as *Fiscal and Operations Project Manager*.**

Types of Responsibilities:

Financial Management

- Maintain tracking system(s) for project expenditures and expected costs
- Maintain tracking system for advance funding, budget reallocations, and amendments
- Update spending reports for review/analysis
- Prepare, submit, and track all grant-related payment requests (invoices, reimbursements, travel, honoraria, consultants, catering)
- Meet with Project Director and Manager on expenditures and project needs
- Prepare budgets for fee for service contracts
- Work with Project Director and Manager for pre-award budget preparation/planning
- Create forward funding/advance request budgets
- Liaise with relevant Research Foundation and CUNY personnel/departments

Funding Research and Grant Writing

- Research and monitor new funding opportunities
- Organize and prepare documents for grant applications

Bridges to Academic Success

*Accelerating language, literacy and content
learning for emergent bilinguals with limited home
language literacy*



A project of the Research Institute for the
Study of Language in Urban Society (RISLUS) and the
Center for Advanced Study in Education (CASE)
The CUNY Graduate Center
365 Fifth Avenue, Suite 3300
New York, NY 10016 212.817.1853

- Collaborate with other team members in preparing letters of inquiry, proposals, budgets, narratives
- Submit applications and track progress, liaise with funders as needed

Human Resources/Personnel

- Participate in E-Verify training
- Assist in review and submission of hire paperwork for new personnel
- Monitor personnel work hours and task tracking
- Prepare and submit consultant/independent contractor agreements
- Prepare course release and summer salary paperwork for CUNY faculty associated with project
- Create training documentation for staff as required to provide updates on HR/Personnel policies

Administrative Support

- Follow purchase procedures for office supplies, books, electronics, computers, and other equipment
- Coordinate planning for events, including reserving meeting space, confirming facilities and A/V setups, submitting catering orders, and publicizing event details as needed
- Graphic arts job requests/large photocopy orders

Additional Tasks

- Update operations manual as needed and provide any relevant training to staff
- Maintain communication and admin on Dropbox/Google file sharing
- Support Google user needs as appropriate
- Ensure electronic filing system is kept accurate and with coherence
- Support IRB operations and filing process

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Required Qualifications

- Experience or skill in setting up tracking systems for personnel and budget management
- Familiarity with and ability to navigate procedural organization and compliance guidelines
- Ability to work and collaborate with diverse stakeholders across the project including the project director, team members, and University and Research Foundation officials
- Ability to interact with confidential personnel information
- Ability to adapt to changing circumstances and procedures as needed throughout a project timeline
- Detail-oriented, with high level of organizational skills
- Intermediate experience and familiarity with MS Excel as well as experience in Word and other applications
- Familiarity with Google applications, including email, filing, and calendaring

Preferred Qualifications

- Experience in grants administration, project management, HR, and/or fiscal management

Salary commensurate with experience

To Apply:

Please send your resume and cover letter to elizabeth@bridges-sifeproject.com with the subject: "Fiscal and Operations Project Associate"