Research Support Assistant – Pre-Award

Office of Research Support and Technology Transfer

Duke Kunshan University

Job Description

Position Overview:

Duke Kunshan University seeks candidates for the position of Research Support Assistant – Pre-Award in its Office of Research Support and Technology Transfer. The office supports a variety of grant activities of the academic units – assisting in the preparation and submission of proposals to external sponsors, the management of awards (grants and contracts) received, technology transfer and ensuring that the compliance requirements for research projects are met.

DKU will provide the specific training necessary for grants and compliance administration. We are looking for an individual with excellent communication skills. A strong customer service orientation is essential. Good organizational, management and analytical skills are needed and can come from either training or from relevant prior experience.

Reports to:

Associate Director, Office of Research Support and Technology Transfer

Essential Duties:

The job includes a wide variety of daily duties and requires the ability to move from one task to another easily and to meet critical deadlines. Broadly, these duties include:

- Assisting the Associate Director with on-line searches for sponsors' requests for proposals and maintaining the database of these grant opportunities.
- Providing assistance to university researchers with proposal preparation including translating relevant documents, reviewing proposal budgets and other relevant tasks.
- Entering proposal and award task data into the workload management database.
- Reviewing and revising grant contracts and agreements.
- Assisting researchers when changes are required for a sponsored project.
- The Grant assistant shares a variety of duties with the office team and Associate Director and can be called on for other research support related tasks as needed.
- Perform other duties as assigned.

- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Undergraduate degree required, graduate degree preferred.
- Fluency in Mandarin and English, both spoken and written, and ability to prepare translations.
- An intermediate skill level with a variety of computer programs, particularly spreadsheets, word processing, and databases.
- Demonstrated experience working in a team.
- Experience in university administration preferred.