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Research Administrator & Business Operations Manager, Georgetown Environment Initiative Actions

Job Description

To apply as an internal applicant, please click on the orange **Apply** button.

Responsibilities & Requirements

Research Administrator & Business Operations Manager, Georgetown Environment Initiative

The Research Administrator & Business Operations Manager position exists to support the efficient day-to-day operations of both the Georgetown Environment Initiative (GEI) and the GEI Director's research program. The duties will be split 50% - 50% between administrative support for the GEI and research administrative support for the GEI Director's research program, including:

Administrative Support & Suite Management

- Act as primary point of contact for GEI, including receiving and directing telephone calls and e-mails; greeting and assisting GEI visitors; and responding to student, faculty, and public inquiries and requests.
- Maintains the GEI Director's schedule; scheduling meetings for the GEI Director and other GEI staff; scheduling campus visits for GEI visitors; organizing and maintaining files; and composing correspondence and forms as requested.
- Provides essential administrative support for Steering Committee, Advisory Committee, and other meetings, including scheduling, preparing and coordinating meeting materials, taking minutes, submitting catering orders, securing meeting space, and managing room set up and tear down.
- Organizing, booking, and reconciling travel arrangements for the GEI Director, other GEI staff, and GEI visitors.
- This position will oversee the management of the GEI Suite in Regents 391, including purchasing and managing supplies and equipment and managing the conference room reservation system
- This position is the key technology liaison, among other office-wide duties. S/he serves as the department's University Information Services representative, providing computer-related technical support to the entire department, and developing/maintaining the department technology and Audio Visual in all conference rooms.

Financial Operations

- Manages the financial operations for the department.
- Responsible for the accurate initiation and facilitation of the following financial transactions: Requisitions, Purchase Orders, Expense Reports, Miscellaneous Supplier Invoice Requests, ProCard allocations, Accounting Journal templates, Revenue Generating Agreements, and check/cash deposits.
- This position will collaborate with the Provost Finance & Business Services Center and the budget and finance staff of Georgetown College to ensure all financial transactions follow promulgated Main Campus and University policies and business processes and are coded correctly to ensure meaningful financial reporting for senior administrators. This position will maintain a thorough understanding of the GMS chart of account fields, values, and how they interrelate.

Budget Development, Reporting, & Analysis

- Manage monthly budget reconciliation (BAR) process for all funds – including running regular reports to review activity, reconciling activity, forecasting balances and making necessary corrections.
- Contributes in the annual budget development process.
- Contributes in monthly year end projection analysis for department.

Sponsored Project Management

- Manage project staff assignments, PI effort reporting, and associated financial allocations of sponsored research.
- Prepare budget to actual financial reports, monitoring and preparing sub-contractor reports, and preparing sponsored financial reports.
- Support PI with research reporting, renewals, no-cost extensions, and other award modifications

Event Support & Coordination

- Manages essential logistical support for GEI events, including submitting and tracking catering and other vendor orders, arranging travel for speakers, managing event RSVPs, securing event space, creating signage and name tags, and managing room set up and tear down.

HCM Operations

- Coordinating the employee, postdoc and student personnel action items – including advertising for hiring and processes associated with employment.
- Manage student employment activity, including posting opportunities, scheduling interviews, maintaining the file of student confidentiality agreements, coordinating and monitoring student submission of GMS timesheets, and ensuring that students are paid in a timely and accurate manner.

Qualifications

- Bachelor's degree required (Concentration in Biology, Ecology, Conservation Biology, or other related fields preferred)
- 3-5 years of financial and/or administrative experience required
- Proficiency in Microsoft Office suite, or equivalent (ex. Google Apps), with adequate experience with Excel functions (ex. vlookups, pivot tables, etc.)
- Strong orientation to details
- Excellent customer service skills
- Excellent written and oral communication skills
- Ability to interpret and apply University, campus, and school policies and procedures within complex and diverse organization
- Ability to manage multiple projects simultaneously and meet time-sensitive deadlines
- Proficiency with Georgetown University systems, including GMS (Workday) preferred

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Job Details

Job Requisition ID	JR08730
Location	Main Carr
Posting Date	03/06/2020 -
Job Family	Administratio
Time Type	Full time
Job Type	Ongoing (Reg
Supervisory Organization	2874-MC-000

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Submission Guidelines:

Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.



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Need some assistance with the application process? Please call 202-687-2500



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