

Another Source's client, Stanford University, is recruiting a Research Administrator 2 to join their team in Palo Alto, California. Don't miss out on this opportunity to leave your mark on a world-renowned institution!

Here's a little about Stanford and the position they are recruiting for:

Kavli Institute for Particle Astrophysics and Cosmology was founded in 2003 to explore new fronts and challenges in astrophysics and cosmology. Initiated with a generous grant from Fred Kavli and The Kavli Foundation, KIPAC is housed at the SLAC National Accelerator Laboratory and in the Physics & Astrophysics and Varian Physics buildings on the Stanford campus. The institute is funded in part by Stanford University and the United States Department of Energy.

Our VPDOR Diversity Journey:

- We create a hub of innovation through the power of diversity of disciplines and people.
- We provide equitable access and opportunity to all members of the community in order to do their best work, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.
- We listen to and value all colleagues who bring diverse perspectives to the advancement and development of a respectful community.
- We promote a culture of belonging, equity, and safety.
- We embed these values in excellence of education, research, and operation.

THE ROLE:

The KIPAC Institute in partnership with the Vice Provost and Dean of Research is seeking a Research Administrator 2 to join the KIPAC Institute team and is responsible for pre and post award research administration of sponsored projects. Reporting to the Director of Research Administration and compliance in the Vice Provost and Dean of Research office, the RA works independently and collaboratively with KIPAC faculty and staff as well as staff from other University departments (central and academic) on matters of financial management, funds monitoring, grant/contract proposal submissions, award reconciliation and reporting.

CORE DUTIES:

- Participate with principal investigator in the preparation of the administrative components of
- proposals within parameters of sponsored and non-sponsored research guidelines. Oversee and
- communicate submission process, both paper and electronic; review documents for completeness
- and compliance.
- Develop, prepare, and finalize project budgets, and provide budget justification. Serve as liaison and active partner between principal investigators, Office of Sponsored Research,
- research groups, and other departments; respond to sponsor inquiries. Collaborate with Office of Sponsored Research to ensure awards are set up properly and cost sharing

- requirements are fulfilled; initiate cost transfers.
Review and approve expenditures, advise on post award spending and commitment activity, and
- oversee compliance related to fund and revenue.
Develop and communicate reports supporting project status; create effective forecasting and
- decision aides.
Participate in contract closeout process; submit final reports and certificates. Compile information
- and documents needed for audit inquiries.
Understand, apply, and advise on university and government policies for projects.
Serve as a resource on subject area and overall technical resource to principal investigator and other
- university staff.
Participate in and contribute to process improvements. Lead other staff in group projects
May participate as a mentor and provide cross-training as needed.

QUALIFICATIONS:

Education & Experience:

Bachelor's degree and three years of job-related experience, or combination of education and relevant experience.

Knowledge, Skills and Abilities:

- Knowledge of governmental regulations.
- Ability to understand, interpret, and communicate policies and procedures.
- Excellent oral, written, and communication skills.
- Excellent analytical skills; demonstrated proficiency in Excel and web-based tools.
- Strong accounting skills; knowledge of accounting principles.
- Ability to complete Cardinal Curriculum I and II within first year in role.
- Knowledge of procurement needs, including sole-sourcing, cost analyses, vendor requirements, and small business reporting.
- Knowledge of property management requirements related to Stanford or non-Stanford title of equipment and fabrications.
- Competency in project management.
- Extreme attention to detail.
- Ability to work well independently, but also to seek or offer assistance when needed.
- Ability to review a proposal or manage a project with understanding of the overall scope and goal of each sponsored project.
- Excellent time management and organizational skills.

WHY STANFORD IS FOR YOU:

Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy. Our culture and unique perks empower you with:

- Freedom to grow. As one of the greatest intellectual hubs in the world, take advantage of development programs, tuition reimbursement plus \$800 you receive annually towards skill-building

classes, or audit a Stanford course. Join a TedTalk, film screening, or listen to a renowned author or leader discuss global issues.

- A caring culture. We understand the importance of your personal and family time and provide you access to wellness programs, child-care resources, parent education and consultation, elder care and caregiving support.
- A healthier you. We make wellness a priority by providing access to world-class exercise facilities. Climb our rock wall, or participate in one of hundreds of health or fitness classes.
- Discovery and fun. Stroll through historic sculptures, trails, and museums. Create an avatar and participate in virtual reality adventures or join one with fellow staff on Stanford vacations!
- Envious resources. We offer free commuter programs and ridesharing incentives. Enjoy discounts for computing, cell phones, outdoor recreation, travel, entertainment, and more!

Learn More: <https://cardinalatwork.stanford.edu/benefits-rewards>

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

Stanford University's commitment to safely and effectively meet the public health challenge presented by COVID-19 extends to ensuring University employees may temporarily work from home, where determined appropriate, or another remote location. The department will give reasonable notice when employees are expected to return to work at the Redwood City campus.

Another Source works with their clients, on a retained project basis, to maximize the recruiting process.