

TITLE: Administrative Assistant

Center for Indigenous Health Research and Policy

POSITION INFORMATION: Supports administrative needs within the Center for Indigenous Health Research and Policy (CIHRP).

REPRESENTATIVE DUTIES:

Finance (20%):

- Responsible for supporting administration of fiscal operations related to the Center activities;
- Drafts Center budgets, monitors accounts, approves vouchers, and assists in appropriating funds for personnel and other program expenses;
- Negotiates prices and specifications with vendors;
- Purchases supplies, materials, equipment and services;
- Ensures appropriate financial allocations and compliance;
- Assists with invoicing study sponsors for study tests/procedures;
- Monitors and tracks project grant budgets and expenditures in OSU CHS Banner;
- Reviews expenditures, investigates and reports discrepancies;
- Works closely with Pre-award and Post-Award, coordinating budget allocations and distributions and reviewing financial statements;
- Coordinates both domestic and international travel arrangements and manages travel procurements, reimbursements, and expense reports;

Administrative (80%):

- Provides administrative support to Center Director and study staff, coordinating student, internship, and press inquiries, and fielding information requests;
- Interfaces and coordinates with all internal/external groups and acts as liaison between sponsoring agencies, collaborating organizations and/or other research and/or educational institutions;
- Organizes, facilitates, attends, and documents project meetings;
- Coordinates Center Directors emails and schedule
- Provides management and leadership support to the Center investigators;
- Establishes systems for orderly functioning of all sub-projects by planning, developing and implementing new processes, protocols and data systems to support research while maximizing study capabilities;
- Oversees completion of study activities per protocol and according to timeline; ensures that study protocols are in compliance with all applicable rules and regulations;
- Reviews study progress and recommends revisions, amendments and/or other study changes as needed to better meet funder's needs;
- Reviews scientific literature, evaluates and recommends applicable techniques and/or procedures; provides support to grant and data collection needs;
- Keeps PIs aware of issues affecting/related to study progress and budget issues;
- Maintains required project documentation while supporting PIs in developing study protocols, IRB reports and amendments, annual NIH report and other reports, as needed.

REQUIREMENTS:

Bachelor's degree or equivalent experience. Two or more years of experience with administrative assistant work is required. The candidate is expected to possess a high degree of professionalism, problem-solving ability, project management and leadership skills as well as a demonstrated ability to strategize and think analytically in order to manage the Center's multi-million dollar budget and implement its research and educational programs. A track record of working in diverse ranges of ethnic, cultural, and economic communities is preferred. Other preferred skills include: ability to work in teams; strong listening, communication, writing, presentation skills and organizational skills.