CLASSIFICATION SUMMARY
THE GEORGE WASHINGTON UNIVERSITY

Title: Research Service Coordinator

BASIC FUNCTION AND RESPONSIBILITY
To coordinate, participate in, and monitor the daily administrative and fiscal activities of assigned sponsored research projects for specific Schools and departments of the University to include both pre-award and post-award functions.

ENTRY-LEVEL QUALIFICATIONS
A Bachelor’s degree in Accounting, Finance, Business Management or other field relevant to research administration, or an equivalent combination of training and experience, is necessary.

A minimum of three (3) years of professional experience which include budgeting and/or accounting and preferably at least one (1) year of experience working within a pre-award and/or post-award environment is necessary.

Wide-ranging experience with the principles, practices and procedures relative to Federal and non-Federal sponsored research in an academic environment is preferred.

Strong interpersonal, communication, customer service, and organizational skills are necessary.

Proven ability to work effectively in a team environment and the demonstrated willingness to learn and share new ideas is necessary.

Familiarity with computer-oriented applications and technology is necessary.

Familiarity with Oracle financial software is desirable.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.