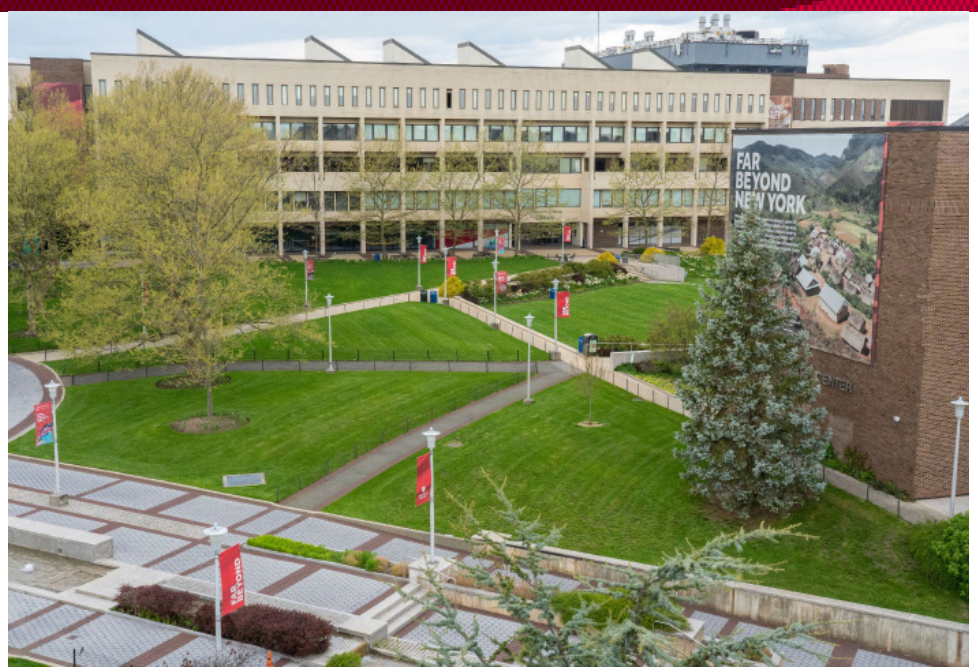
OFFICE OF THE VICE PRESIDENT FOR RESEARCH

CAREER OPPORTUNITIES



Join our growing Research Administration team as we support the exciting research taking place at SBU.

Listed below are the current open positions as of December 2022 throughout our seven departments.
Click on a link for more information or to apply!

INTELLECTUAL PROPERTY PARTNERS

DOCKET MANAGER #2203952

The Docket Manager (DM) will report to the Director of Contracts & Intellectual Property (Director) and work with Stony Brook University's Intellectual Property Partners (IPP). The DM will be responsible for maintaining and updating IPP's intellectual property (IP) docket using an internal software database and outside vendors such as Computer Packages Inc. The DM will be expected to update and file records electronically, request and obtain IP-related documents and execute the same.

OFFICE OF THE VICE PRESIDENT FOR RESEARCH

COI/FOREIGN INFLUENCE COORDINATOR #2204678

The COI/Foreign Influence Coordinator will support the Director for Research Security in the execution of a comprehensive research security program with a primary focus on conflict of interest and foreign influence as it relates to disclosures. The position will interact with faculty and researchers to assist them with compliance to SBU's conflict of interest policies and regulations to ensure faculty researchers' outside interests do not impact – or appear to impact – the objectivity of the research, safety and welfare of research subjects, the interests of students and trainees, or other employee responsibilities, such as teaching, service, or administrative duties.

OFFICE OF SPONSORED PROGRAMS

GRANTS ADMINISTRATOR #2204271

Reporting to the Assistant Director for Grants, this position is a critical contributor to the Grants team in the Office of Sponsored Programs (OSP). The Grants Administrator must foster good working relationships, both internally and externally as well as build and maintain a sustainable professional, supportive environment for the Team.

GRANTS & CONTRACTS SPECIALIST - PRE AWARD TEAM #2204389

The Grants & Contracts Specialist - Pre-Award Team, reports to and works in conjunction with the Assistant Director for Grants to coordinate all pre-award grants activity. They serve as a trusted research administration professional within OSP and the university community, accepting workflow assignments and providing the highest level of service to faculty in preparing grant proposals for timely submission.

Questions should be directed to Kathleen Green @ kathleen.green@stonybrook.edu or (631) 632-7932.

Stony Brook University/SUNY is an equal opportunity, affirmative action educator and employer.

Stony Brook Research