Departmental Administration Intensive

The **Departmental Administration Intensive** is a comprehensive training program designed to strengthen the knowledge and skills of department research administrators across the full research administration lifecycle. The program combines interactive live instruction with self-paced learning to provide practical guidance in proposal development, project management, grant financial oversight, and post-award administration.

Speakers serve as subject matter experts who lead live virtual sessions, share real-world examples, and facilitate discussion that connects core concepts to everyday research administration practice. Speakers collaborate with program staff and fellow instructors to deliver engaging sessions that support participants in applying concepts within their institutional environments.

Participants also engage with **SRAI LevelUP micro-credential modules** covering proposal development, post-award financial administration, and post-award non-financial administration. Speakers help reinforce these concepts during live sessions by providing practical context, answering questions, and guiding discussion based on professional experience.

The program also includes a dedicated **SRAI Connect Community**, where speakers may interact with participants, respond to questions, and share resources that support continued learning throughout the program.

Key Responsibilities

- Deliver engaging virtual instruction on topics related to departmental research administration.
- Share practical examples, strategies, and best practices drawn from professional experience.
- Participate in live discussions and respond to participant questions.
- Collaborate with other speakers and program staff to ensure cohesive program delivery.
- Provide presentation materials in advance of scheduled sessions.

Minimum Qualifications

- Minimum **8–10 years of professional experience** in research administration or a closely related role relevant to departmental research administration.
- Demonstrated experience supporting principal investigators across multiple stages of the research administration lifecycle.
- Experience in areas such as proposal development, grant management, research compliance, or post-award administration.

- Ability to communicate complex concepts clearly to audiences with varying levels of experience.
- Experience presenting, teaching, or facilitating professional development programs.

Preferred Qualifications

- Experience working in a **department-level research administration role** within an academic, medical, or research institution.
- Broad experience across both **pre-award and post-award** functions.
- Experience supporting complex or multidisciplinary research projects.
- Prior experience presenting at professional conferences, workshops, or training programs.
- Professional certification in research administration, such as **Research Administrators Certification Council CRA** or similar credentials.