Business Operations Manager

The University of South Carolina Prevention Research Center (PRC), within the Arnold School of Public Health, has an opening for a full-time Business Operations Manager (with benefits). The Business Operations Manager will plan and coordinate administrative and general business management activities for the PRC. The PRC has been in existence since 1993.

Responsibilities:
- Serve as the PRC human resources (HR) contact, completing all day-to-day HR functions
- Plan, coordinate, and perform administrative and support activities for purchasing for all grants and contracts housed in the PRC, following University and funding agency policies and procedures
- Plan, coordinate, and perform administrative and support activities for travel for all grants and contracts housed in the PRC, following University and funding agency policies and procedures
- Perform financial management of a portfolio of internally and externally awarded grants, including analyzing grant expenditures, reconciling funds/accounts, coordinating with investigators, and preparing monthly expenditure reports
- Assist faculty, staff, and students with submitting grant applications (pre-award), including developing budgets, as well as preparing grant progress reports (post-award) to funding agencies
- Conduct other administrative duties as needed

Knowledge, Skills, and Abilities:
- Detail oriented
- Ability to take initiative and manage multiple tasks with accuracy
- Excellent verbal & written skills
- Experience with Microsoft Excel spreadsheets

Qualifications:
- Bachelor’s degree and 3 or more years of experience in business management, public administration, or administrative services or equivalency
- Preference is given to those with grant accounting and research administration experience, including budget development and management, procurement, travel, and human resources activities and systems

For position application and additional information, please visit:  
https://uscjobs.sc.edu/postings/142525

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