



Job Description

Educational Grants Administrator

Jobson Healthcare Information (JHI) is a premier healthcare information and marketing services provider, with leading positions in a variety of growing healthcare markets such as pharmacy, eye care, clinician (physicians, nurse practitioners and physician assistants) and the managed markets (managed care, hospitals and government). Through its diversified, multi-media portfolio of marketing services, information databases, publications, medical education programs, events, websites and other digital and traditional media services, JHI is uniquely positioned to inform and educate a highly targeted network of approximately one million healthcare professionals across multiple specialties.

JHI is comprised of three separate functional business groups organized to independently deliver comprehensive medical information and communications to the healthcare community: Marketing Services, Information Services and Education Services. Each group has a portfolio of trusted, well-recognized brands that are entrenched leaders in their respective industry specialties.

General Description

The Educational Grants Administrator's responsibilities include creating budgets, working with managers to obtain topics and course materials in preparation for submittal of educational activities. The Educational Grants Administrator maintains ownership and management of multiple grants from various pharmaceutical companies and device manufactures which require accurate interpretation of individual grantor guidelines. The Educational Grants Administrator provides information and advice to management and ensures appropriate administration for pre-award, post-award, and grant account close-out activities.

Job Responsibilities

- Work with managers and meetings department in preparation of grant requests, educational needs assessment, learning objectives, audience(s), format, and budget.
- Works with faculty regarding course content, agendas, disclosures, course materials.
- Prepares pre & post event surveys and outcomes reports as required for grantor.
- Coordinates and prepares faculty agreements for travel and honorarium
- Manage activities related to establishing, maintaining, updating, and closing out grants while adhering to individual grantor guidelines
- Prepares budget reconciliations, variance analysis, monthly and quarterly grant reporting, A/P, A/R in conjunction with operations department.
- Monitor, analyze, reconcile and project budgets and expenditures based on individual project guidelines

NOTE: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



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- Identify and correct errors in budgets, projections and/or forecasts as needed.
- Oversees, approves and submits sunshine reports adhering to individual pharma company guidelines
- Other duties as assigned

Qualifications

- Bachelor's degree required
- Minimum 3 years' experience in pharmaceutical grant submissions management and grant budget development
- Expert knowledge of Excel and all other Microsoft Office software
- Outstanding analytical skills, strong attention to detail, and ability to manage/prioritize multiple projects
- Strong communication skills and the ability to interact with faculty, clients and sales departments
- Demonstrated ability to work independently and with dynamic teams
- Demonstrated ability to communicate effectively with a wide range of customers as well as with technical personnel
- Requires flexible, proactive and results oriented individual
- Ability to learn new software packages and grant submission websites required
- Demonstrated ability to work with confidential and privileged information required

Travel

- No travel required

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