

# Northwestern University Sponsored Research Apprentice



## Northwestern University

Northwestern University is searching for an apprentice to join our Sponsored Research Subcontracts Management team as Assistant Sponsored Research Officer (ASRO). The successful candidate will contribute to our commitment to operational excellence by supporting the outgoing subcontract operational activities such as subrecipient risk assessment, maintaining the central risk assessment repository and other related activities as assigned.

## Responsibilities:

- **Support** subcontract activities
- **Interpret** and **articulate** institutional and sponsor policies and procedures to ensure compliance
- **Attend** all staff and regular campus-wide training and research administration meetings to keep current with federal agency, state and sponsor requirements, timelines, and policy issues.
- **Drive** operational excellence

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## DETAILS

1. **Modality:** In-person
2. **Salary:** \$18/ hour
3. **Hours per week:** 10-20
4. **Start date:** August 2024
5. **Duration:** 1 year

## HOW TO APPLY

1. Click on [this link](#) to review the full job description.
2. **Contact** the career Development Department at your campus for assistance with your résumé, cover letter or interviewing workshops.
3. **Submit** your application through the link above.

<https://earnandlearn.ccc.edu/>



**Deadline to apply**  
July 3, 2024

**Questions? Contact** Elisa Juarez Lopez, Student Development Coordinator, at [ejuarzlopez@ccc.edu](mailto:ejuarzlopez@ccc.edu)



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