

Research Administration Internship

One-year paid internship to launch your dynamic career in Research Administration

Join the next generation of expert Research Administrators in a rapidly growing field with diverse opportunities for advancement.

The state of Texas receives over \$8 billion of research funding every year. Colleges and Universities have many job openings for skilled individuals to oversee the administration of these funds that are awarded as grants and contracts.

You will learn the many facets of research administration, including grant proposal submission, award management, contracting, regulatory compliance, intellectual property, laboratory safety, and more.

Research Administration plays a vital role in supporting faculty and scientists at UTHealth. You will be an essential member of the research team.

START YOUR NEW CAREER NOW!

IMPORTANT

Candidates identified for hire must be available to begin the internship 09/01/2024 in person at the UTHealth Houston campus.

CURRICULUM HIGHLIGHTS

- Classroom and Hands-on Training
- Guest Speakers
- Webinars
- Mentorship
- Attend the annual Society for Research Administrators Conference, upon completion of the internship
- You will be considered a top candidate for open positions.



UTHealth Houston is looking for individuals who are smart, critical thinkers, and problem solvers with excellent communication skills who thrive in a fast-paced environment.

WHO IS ELIGIBLE TO APPLY?

- Master's graduates/PhD graduates
- Post-Docs
- Must be a US Citizen or Permanent Resident

CANDIDATE SELECTION TIMELINE

- Application due – June 1, 2024
- Candidate interviews – June 10-21, 2024
- Candidate notifications – July 1, 2024
- Internship begins - September 1, 2024
- Followed by a one-year mentorship

How do I Apply

Interested candidates shall submit their application with an attached CV by June 1, 2024.

Submit your application [HERE](#).



QUESTIONS?

Contact Tiffany Sagers – Director, Training Program SPA, if you have any questions.

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