

Jaime Petrasek is a senior-level research and financial administrator with over 12 years of experience in the field of University Research Administration. Jaime started her career in the VCU Office of Sponsored Programs, and after over 6 years of central office experience, she left to try out her boots on the ground at the school/departmental level. Jaime managed the Office of Research and Clinical Trials for the VCU School of Medicine/Children's Hospital of Richmond for a few years and then moved on to directing all aspects of Research Administration at the VCU School of Social Work on the Monroe Park Campus.

In her current role, Jaime provides expertise and technical guidance, and serves as a professional interface between the VCU School of Social Work, outside sponsors and various VCU departments, schools and central offices. Petrasek works directly with faculty and students to provide oversight and guidance on matters involving both externally sponsored and internally funded research. Jaime manages all post award functions and is intimately involved on the pre-award side of proposal development and submission.

Petrsek also works closely with the Associate Dean for Research and the school's executive team to develop program goals and research visions. Jaime recognizes the need for and then follows through with the creation of schoolwide standard operating procedures and processes, and develops and disseminates training for new and current staff and faculty. In addition, she is an active contributor to institutional committees focused on improving research administration policies and procedures, compliance, and management systems.

Jaime is a current and past member of NCURA and has attended a number of NCURA conferences and traveling workshops. Jaime is an avid reader, and an enthusiastic local community organizer. An artist by trade, Jaime enjoys finding beauty where others may not see it, and her musical background may mean you hear her singing in her office more often than not. Jaime's school age son is who makes her eyes sparkle, and she is pretty confident she can solve the world's problem with a makeup bag and a set of jewelry pliers.