

Job Title:**Director of Sponsored Programs****Job Description:**

An integral part of the CHSU Research Office, the Director of Sponsored Programs coordinates all activities related to research funding from proposals to budgeting and expenditures. Interaction with both faculty and students enhances the education about research funding.

Reports to:**Provost****Classification:****Exempt****Essential Duties:**

- Attends faculty meetings and proactively mentors faculty in research interests
- Proactively seeks funding opportunities that align with the universities mission and faculty interests
- Establishes and manages accounts for all sponsored research awards
- Ensures compliance with University policies as detailed in the University's Research Proposal Submission Policy
- Prior to submission, review proposals to ensure compliance with all University and sponsor policies and requirements
- Aids investigators in the non-technical aspects of proposal preparation
- Collaborates with P.I.s to develop appropriate budgets
- Serves as liaison between sponsors and P.I.s in matters of policy, procedures and regulations
- In collaboration with the Business Office:
 - ◊ Manages and supervises pre and post award activities
 - ◊ Controls and oversees the fiscal management of awarded grants
 - ◊ Reviews and approves all grant expenditures as stipulated in sponsor guidelines and ensures compliance with approved budgets
- Coordinates with P.I.s and ensures timely submission of any required progress reports

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Provost.

**Qualifications/
Education:****Education**

- Bachelor's in business or equivalent combination of education and experience
- Certified Research Administrator (CRA) designation (offered by The Research Administrators Certification Council)
- Successful candidates without this designation will be expected to become certified post-hire

Skills & Experience

- Prior experience in grants administration and knowledge of and/or experience with granting agency (private and federal) policies, regulations and budgeting
- Strong interpersonal and communication (verbal and written) skills
- Strong computer skills and experience with spreadsheets and electronic grant tracking applications
- Outstanding organizational skills and the ability to manage and prioritize multiple projects
- High level attention to detail and customer service

Compensation:

Position offers competitive wage based on experience plus benefits.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **DIRECTOR OF SPONSORED PROGRAMS** in the subject field of the email.