Director, Sponsored Programs

Job Code 00001558

General Description
Responsible for encouraging faculty to submit proposals and developing university-wide policies for compliance issues.

Examples of Duties
Assign specific responsibilities to staff.
Provide advice and help in achievement of assigned employees' goals.
Progress toward achieving increased numbers of women and ethnic minorities in the workforce.
Encourage faculty to submit proposals and assist with proposal development.
Develop university-wide policies for human subjects, animal care and other federal and state mandates for contracts and grants.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Federal compliance issues; UPPS regarding grants and contracts; faculty research interests.

Skill in: Preparing documents for a highly educated audience; interacting courteously with people of all levels on and off campus, and in mediating disputes.

Ability to: Communicate effectively; direct the work of others; perform basic math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements