Associate Director, Office of Sponsored Programs

Job Code 50015545

General Description
Manage and oversee all sponsored research administration including but not limited to staff supervision, maintaining appropriate workload activities, and quality control.

Examples of Duties
Advise, review and assist in the development of all required submissions for new and continuation proposals.
Oversight of Grants Administration Management System, including institutional profile information and human resource interface to ensure university compliance.
Manage workflow of Senior Proposal Coordinators.
 Assist all faculty and staff with locating resources required for proposals and budget prior to submission.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; Federal, state and private funding policies.

Skill in: Preparing clear, concise, and grammatically correct financial reports; establishing rapport with faculty and staff, interpreting and applying complex legal and technical documents; coordinating effective management of projects; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; perform intermediate math; delegate responsibilities to others; explain complex accounting material to nonaccounting individuals; explain policy procedures regarding university, federal, state and private funding opportunities.

Educational Experience
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