



JOB INFORMATION

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|-------------------------|--------------------------------|
| Job Code | HC39 |
| Job Description Title | Dir, Res Prg Dev&Grant-Col/Sch |
| Pay Grade | RE11 |
| Range Minimum | \$72,190 |
| 33rd % | \$91,440 |
| Range Midpoint | \$101,070 |
| 67th % | \$110,690 |
| Range Maximum | \$129,940 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/16/2022 |

JOB FAMILY AND FUNCTION

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|---------------|--------------------|
| Job Family: | Research |
| Job Function: | Sponsored Programs |

JOB SUMMARY

Directs the efforts and activities of promoting, identifying, and managing externally funded grants and contracts for the college/school.

RESPONSIBILITIES

- Directs efforts to identify, capture, and expand extramural funding opportunities.
- Develops programs and training activities in support of faculty and staff research, grant preparation, and implementation of funded projects.
- Provides leadership and support for the college/school's on-going goals of increasing scholarly productivity and external funding.
- Serves as liaison to the Office of Sponsored Programs and Office of Contracts and Grants Accounting.
- Directs efforts to engage with external grant agencies and research providers designed to enhance the college/school's knowledge of research opportunities.
- Develops competitive grant proposals to foundations, state, and federal funding agencies.
- Manages post-award activities and ensures compliance with University, state, federal, and sponsor regulations.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience |
|-------------------|--------------------------------------|-----|---------------------|--|
| Bachelor's Degree | In field appropriate to the position | And | 7 years of | Experience in developing research opportunities, grant preparation, grant accounting with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience supervising full-time employees. |

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of externally funded programs; government grant policies and regulations.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--|------------|------------------|
| | Some positions may need to qualify for Department of Defense security clearance. | Upon Hire | Required |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | | X | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:
Ability to see information in print and/or electronically.