



**JOB INFORMATION**

Job Code	HC59
Job Description Title	Dir, Sponsored Programs
Pay Grade	RE14
Range Minimum	\$111,580
33rd %	\$148,770
Range Midpoint	\$167,370
67th %	\$185,960
Range Maximum	\$223,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/1/2015

**JOB FAMILY AND FUNCTION**

Job Family:	Research
Job Function:	Sponsored Programs

**JOB SUMMARY**

Directs and oversees the activities of the Office of Sponsored Programs, to include leadership, administration and fiscal oversight.

**RESPONSIBILITIES**

- Provides guidance to faculty and staff ensuring compliance with laws, regulations, and policies while ensuring the office provides efficient and effective service to administrators, faculty, staff and outside customers engaged in or pursuing sponsored programs.
- Responsible for the review and submission of extramural proposals providing oversight, guidance, establishment of procedures and training for the college level designated proposal submissions process.
- Provides a final review of all documents processed by the Office of Sponsored Programs contract administrators.
- Responsible for negotiating and accepting a variety of agreements on behalf of the institution, assuring completeness and compliance with university policies and procedures as well as coordinates with other university offices ensuring that various regulatory compliance requirements are met before award acceptance and/or account establishment.
- Advocates, formulates, and implements policies, procedures, programs and projects for improved management and compliance of externally funded programs.
- Oversees preparation of sub-agreements and manages non-financial post award administration of sponsored projects.
- Assures resolution of problems associated with sponsored programs referring them to others as needed while ensuring proper and timely action is taken.
- Serves as a University representative to State, Federal, industrial, and other sponsors with respect to the stewardship of sponsored programs including adherence to the terms and conditions of grants and contracts, and compliance with regulations and guidelines for the responsible conduct of sponsored projects.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Supervises others with full supervisory responsibility.
----------------------------	---

**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 Business Administration, Education Administration, Law, Political Science, Engineering, or related field.	And	7 years of	Experience in contract and grant management and federal regulations.

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 sponsored program administration and compliance with laws, regulations, and policies.

### MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None 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			
Extreme heat		X			

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.