

Job Title: Director, Office of Sponsored Programs	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to: Provost	Location: SEU Main Campus, Austin TX
Department: Academic Affairs	Division: Academic Affairs
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade: 420

PRIMARY PURPOSE OF POSITION

The Director supports faculty and staff in applying for and administering sponsored research and projects and leads efforts to expand and diversify sources of extramural funding. The Director is also be responsible for protecting the University's interests by ensuring compliance with state and federal regulations, university policies, and funding agency requirements. Reporting directly to the Provost, the plays a key role in promoting academic excellence by supporting faculty research and other strategic initiatives that align with the University's Holy Cross mission and vision to be a destination university for a more just world.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directing, coordinating, and evaluating the Office of Sponsored Programs, including supervision of current and future staff (currently one associate director).
- Identifying funding opportunities and facilitating proposal development in areas that support the University's strategic priorities.
- Implementing a customer service-focused approach to collaboration with faculty and staff throughout the lifecycle of proposed and funded projects—from proposal preparation to implementation and reporting.
- Reviewing submitted proposals and overseeing implementation of funded projects to ensure compliance with funding agency requirements, federal and state regulations, and university policies.
- Developing and implementing programs to support the success of faculty and staff in securing external funding.
- Assisting with post-award support, including negotiating, reviewing, and administering contracts and subcontracts.
- Establishing and implementing systems to track awards and measure success attaining external funding.
- Collaborating on the development and implementation of university policies and procedures related to research and research administration.
- Serving as the Authorized Organizational Representative (AOR) for the University and an official liaison between the University and government funding agencies.
- Serving as a member of the University's Institutional Review Board (IRB).

QUALIFICATIONS

- Master's degree required, with certification in research administration (CRA or CPRA) preferred.
- At least three years of demonstrated experience and accomplishment in research administration, including experience in a higher education context.
- Knowledge of compliance requirements related to Uniform Guidance 2 CFR Part 200, as well as policies and procedures of government funding agencies.
- Experience working with a broad variety of funding agencies at the federal and state level.
- Demonstrated success identifying and pursuing creative sources of extramural funding.
- Ability to read and interpret grantor guidelines for proposal preparation and compliance.
- Knowledge of sponsored programs administration and reporting, including experience with online grant submission systems.
- Demonstrated organizational and project management skills, including ability to manage multiple projects, delegate effectively, meet deadlines, and facilitate collaboration among diverse stakeholders.
- Excellent interpersonal and oral/written communication skills, including a collaborative and proactive approach to working with internal and external stakeholders, accessibility and timeliness in responding to inquiries, and an ability to clearly communicate grant preparation requirements to faculty and staff.

WORKING CONDITIONS

May require work on evenings and weekends to meet proposal submission and reporting deadlines.

SUPERVISORY RESPONSIBILITIES

The Director supervises all OSP staff, including the associate director and any staff and/or student workers supporting the work of the OSP.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>