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**SAM HOUSTON STATE UNIVERSITY
ANNOUNCEMENT OF VACANCY****DATE:** July 11, 2008**REQUISITION:** 5134**TITLE:** Director of Contracts and Grants**HIRING SALARY:** \$74,000 - 80,000 annually**DEPT:** Contracts and Grants**CLOSING DATE:** July 18, 2008 or when filled**EDUCATIONAL & EXPERIENCE REQUIREMENT:**

Bachelors Degree in Accounting; Advanced Degree in Business or a related field would be helpful. Certified Public Accountant (CPA) certification desirable. Seven (7) years experience in planning, implementing, evaluating, managing, supervising, and reviewing of contracts, grants, and business services programs. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION:

Provides ongoing support to Director of Business Office and Vice President for Finance and Operations by supervising and directing the offices of Contracts and Grants. Position serves a key leadership role for the institution in planning, managing, and evaluating important agreements with outside grantees and contractors. Position supervises and manages multi-million dollars of contract and grant budgets, and ensures compliance with those agreements.

PRIMARY RESPONSIBILITIES:

Assess, develop, and communicate the missions, objectives, goals, plans, financial needs, and budgets of the activities of Contracts and Grants. Prepare monthly financial and managerial reports regarding the status and results of contracts and grants. Interface with other management team members of institution in collaboration for special projects. Utilizing institution management information systems develop new and enhance existing software programs for day-to-day operations and business information storage and retrieval. Provide appropriate mechanisms for dissemination of information to appropriate sources. Performs other related duties as assigned.

OTHER SPECIFICATIONS:

Proven managerial accomplishments in developing positive relationships and strategic alliances with internal and external constituents. Experience in fund accounting desired. Exposure to multi-level systems within an academic or independent environment is helpful. Other duties and special projects as assigned. (I.E. - contracts, leases)

**Employment requires security clearance
Equal Employment Opportunity/Affirmative Action Plan &
Smoke/Drug Free Institution**

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