



**Director, Office of Research and Sponsored Programs
Western Washington University**

About the Position: Western Washington University is seeking candidates for the position of Director for the Office of Research and Sponsored Programs (RSP). The Director manages day-to-day operations of the RSP to promote and facilitate faculty participation in sponsored research and educational activities, overseeing sponsor and university regulations regarding research, financial, and compliance activities, negotiating with external sponsors, administering internal funding programs, and advancing technology transfer.

The Director maintains contact and has excellent working relationship with the College Deans, the faculty, the business offices in the University as well as the major Federal and State funding agencies.

About the University: Western Washington University is a comprehensive public university in Bellingham, WA (population 75,000) located 60 miles south of Vancouver, British Columbia, and 90 miles north of Seattle. Approximately 13,000 students attend the University; about 94% of these students are undergraduates.

About the Department: The Office of Research and Sponsored Programs is responsible for administration of a broad array of grants and contracts with sponsors in both the public and private sector. RSP requires a dynamic individual who will be responsible for the overall management of the unit (which includes both pre- and post-award operations), initiating operational strategies for developing and coordinating all aspects of successful sponsored program funding.

WWU receives approximately \$10 million of sponsored research annually, and the current volume of external funding exceeds \$37 million. The RSP web page is at: <http://www.wvu.edu/depts/rsp/>

Position Responsibilities:

Under supervision of the Vice Provost for Research, the director's responsibilities include, but are not limited to:

- Provide leadership in stimulating faculty research and scholarship and in establishing links between faculty members with complementary research interests;

- Provide university-wide leadership for all aspects of pre-award and post-award grant activity, including disseminating grants information, proposal development, faculty development, grants management, grant accounting and operational planning for the continuing growth and development of a comprehensive grants operation;
- Provide management and leadership of all aspects of department operations including staff supervision; professional development; strategic planning; customer service; sponsored project policy and procedure development, implementation, interpretation and communication; oversight of compliance issues; participation in development of university-wide and departmental staff training; and participation in the design, development and implementation of electronic systems;
- Interpret guidelines and negotiate on behalf of the University agreements for projects for funding by federal and state agencies, foundations, corporations, and other public and private sources;
- Assists and advises faculty in the preparation and submission of proposals and the administration of sponsored projects;
- Review proposals and awards to ensure compliance with University and sponsor policies;
- Assist in the administration of University's technology transfer activities.
- Administer an on-going educational and training program for faculty and other researchers as well as for all staff engaged in grant management

Required Qualifications:

- Master's degree and substantial leadership experience in grants and sponsored research administration in a college or university environment;
- Strong managerial, supervisory, and interpersonal skills;
- Experience in pre-award sponsored project activities;
- Experience in post-award sponsored project activities;
- Extensive knowledge of budgeting and project budget development;
- Extensive knowledge of federal regulations and compliance requirements related to university research and sponsored programs;
- Experience in analyzing and interpreting complex contractual agreements;
- Experience in electronic research administration.

Preferred Qualifications:

- Certified Research Administrator certification
- Experience with intellectual property and technology transfer issues.
- Knowledge of all compliance issues including OMB Circulars, IRB, IACUC and export control.
- The ability to provide vision, shape policy, and oversee the accurate implementation of procedures in support of requests for external funding and administration of awards.

Salary: This is a full-time, 12 month administrative FLSA exempt position with an excellent benefits package. Salary for this position is competitive and commensurate with experience.

Preferred starting date: October 1, 2009.

Application Instructions and Requested Documents: Please log in below and submit your application via WWU's Electronic System for Employment (EASE):
<http://www.acadweb.wwu.edu/hr/Employment/index.shtml>

Note: You will need to be using Internet Explorer to utilize our online application system.

A cover letter addressing your experience related to the position responsibilities and required qualifications, resume, and contact information for two references are required. You may cut and paste or upload your materials as noted on the EASE application.

Other Information: Review of applications will begin August 1, 2009 and continue until the position is filled. For further information about the position or the Office Research and Sponsored Programs, contact:
Chair, Search Committee for Director of Research and Sponsored Programs
c/o Vice Provost for Research
WWU 516 High Street
Bellingham, WA 982235. Telephone: 360-650-2884.

WWU is an equal opportunity/affirmative action employer, committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities, Vietnam-era and disabled veterans are encouraged to apply. All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires. For disability accommodation, call (360) 650-3774.