

DIRECTOR OF SPONSORED PROGRAMS
OFFICE OF RESEARCH SERVICES AND SPONSORED PROGRAMS

The University of North Carolina Wilmington invites applications for the Director of Sponsored Programs. The individual hired will direct and manage all sponsored program post-award activities and processes that facilitate UNCW's continued commitment to research excellence. UNCW has a substantial and rapidly growing research portfolio, receiving 212 awards in fiscal year 2009 (\$19.4 million awarded) and submitting 216 proposals (\$68.4 million requested). UNCW's research website provides additional data and highlights some of the exciting ongoing activities (www.uncw.edu/research). UNCW, one of 16 constituent institutions of the University of North Carolina, is a public comprehensive university offering 73 bachelor's, 30 master's and 2 doctoral degrees. For 10 consecutive years, UNCW has been ranked among the top 10 public master's universities in the South in the *U.S. News & World Report* and has received the 2010 "Best in the Southeast" designation from *The Princeton Review*. For additional institutional information, please visit www.uncw.edu. The City of Wilmington is a historic, coastal, seaport community of approximately 180,000 between the Cape Fear River and the Atlantic Ocean with an active arts, cultural, and business environment. More information about the region can be found at <http://www.wilmington.net/>.

Responsibilities

- direct and facilitate the effective post-award execution of sponsored programs including supervision of post-award staff
- develop and interpret policies and procedures to ensure compliance with the University of North Carolina, state, and federal regulations and standards for proper sponsored programs administration
- oversee the preparation and execution of agreements and subcontracts with industrial sponsors and other non-federal sponsors
- serve as an official university representative for the review, negotiation, and approval of terms and conditions of external awards, including signature on behalf of the university
- direct and assure university compliance with sponsor terms and conditions, university policies and federal regulations and requirements relating to sponsored programs
- lead, manage, and oversee university-wide activities for the expeditious and timely processing of grant and contract awards from federal, state, and local agencies, and private entities
- implement and administer an on-going educational and training program for all staff engaged in grant management
- represent the university at various meetings and association functions where sponsored research is a central focus.

Qualifications

Minimum qualifications include possession of a bachelor's degree and a track record of successful, progressively responsible experience in academic sponsored programs administration including post-award management; a comprehensive working knowledge of the legal and regulatory issues in sponsored programs administration, including expert knowledge of federal circulars (A-21, A-110 and A-133) and regulations relevant to sponsored programs and research administration and compliance; competence and experience in electronic research administration including electronic systems currently in use by federal and private agencies, and ability to use and train others in these systems; successful experience in organizing and conducting in-service training workshops and presentations on grant management; excellent written and oral communication skills; demonstrated leadership ability; supervisory skills and experience; and demonstrated ability to work constructively and diplomatically with many diverse individuals and groups both within and outside the university are expected. Preferred qualifications include an advanced degree and/or CRA credentials.

To apply, please complete the online application at <http://consensus.uncw.edu>. A letter of application, curricula vitae or resume, and contact information for three professional references should be addressed to Dr. Mark Galizio, Search Committee Chair, and attached to the online application – not e-mailed, mailed separately, or faxed. MS Word or Adobe PDF attachments are preferred. Priority consideration will be given to those applications received by **February 17, 2010** but applications will be accepted until the position is filled.

For questions regarding the online application process, contact Michelle Starks at starksm@uncw.edu, 910-962-3810. Under North Carolina law, applications and related materials are confidential personnel documents and not subject to public release.

UNCW actively fosters a diverse and inclusive working and learning environment and is an equal opportunity employer. Qualified men and women from all racial, ethnic, or other minority groups are strongly encouraged to apply.