

Director of Sponsored Programs

To support its active and growing research agenda, High Point University is establishing an Office of Sponsored Programs and seeks a Director to create and lead this new endeavor. Pending budgetary approval, the Director will develop, recommend, and implement policies and procedures for the administration of contracts and grants, including the submission of proposals, acceptance of awards, monitoring of program activities and expenditures, preparation of financial reports, and compliance with sponsor and University terms and conditions.

The Director will provide a full range of pre-award and post-award sponsored research services, including but not limited to: proposal consultation and review, endorsement and submission, award negotiation and acceptance, sub-award issuance and monitoring, account set-up, post-award review, reporting and closeout, review and resolution of audit concerns, and the organization of workshops on proposal writing and grant administration.

In addition, the Director will assist in the identification of specific sources of funds and identify and maintain a database of those resources that support projects and programs of interest to faculty and staff. In collaboration with the Director of Undergraduate Research, the Director of Sponsored Programs will also assist in the identification and acquisition of funding to support undergraduate research and creative projects.

Preference will be given to candidates who possess a master's degree in a relevant discipline, although strong candidates with a bachelor's degree and/or Certified Research Administrator's designation will also be considered. In addition, candidates should have a minimum of five years experience in a similar position, demonstrated ability to interact with governmental agencies, private foundations, businesses, and other community organizations, and extensive knowledge of Federal, State, and local contract and grant policies, procedures, terms, and conditions. Candidates should have demonstrated capacity to work in a university setting and with diverse communities, as well as strong written, verbal, and interpersonal skills.

Application materials must include a 1) current and complete resume, 2) detailed letter of interest, and 3) the name, address, telephone, and e-mail address of 3-5 professional references who may be contacted. In the cover letter, applicants should fully describe qualifications and experience as they relate to this position, with specific reference to each of the minimum and preferred qualifications, since the initial review will serve to evaluate applicants based on documented, relevant qualifications, characteristics, and work experience.

Candidates may submit application materials online at the following site:

http://highpoint.qualtrics.com//SE?SID=SV_a4PuXtsc1negZ48&SVID=Prod

Alternatively, candidates may send application materials to the following address:

Dr. Jeffrey M. Adams
Chair, Director of Sponsored Programs Search Committee
High Point University
227 Roberts Hall
High Point, NC 27262