

April 20, 2010

EXTERNAL POSTING

POSITION TITLE: Director, Office of Sponsored Programs, Position 10-A004

THE POSITION: Directs and manages the Office of Sponsored Programs; identifies and notifies faculty and staff of grant opportunities; is responsible for the administration of all sponsored programs including assisting in preparation, submitting, assisting in negotiating, and receiving awards for the university; promoting faculty, staff and student accomplishments in research.

QUALIFICATIONS: Baccalaureate degree required. Experience in a position of significant responsibility in sponsored programs administration; good organizational skills; excellent interpersonal skills to interact with internal and external persons; knowledge of policies and procedures in acquiring federal grants; computer proficiency; service oriented outlook, excellent leadership skills; and an ability to exercise sound judgment.

**ANTICIPATED
START DATE:** July 1, 2010.

SALARY: Commensurate with existing salary structure.

**APPLICATION
DEADLINE DATE:** Review of applications will begin immediately and continue until the position is filled.

**APPLICATION
PROCEDURE:** Submit cover letter referencing Position 10-A004, resume and the names and contact information of three references to Human Resources, SWOSU, 100 Campus Drive, Weatherford, OK 73096 or e-mail application materials to jobs@swosu.edu. For additional information visit www.swosu.edu.

Southwestern Oklahoma State University is an AA/EEO employer and encourages applications from minorities and women.