



Associate Director – Post Award Services

Position Open February 15, 2011 Until Filled

Exceptional opportunity for an individual with significant grants/contracts management experience in higher education to join the University of Utah's Financial and Business Services department. This new position, created in response to outstanding growth in research awards, reports to the University's Controller and works closely with the Associate Director of Cost Accounting and Analysis to assure compliance with federal and sponsor regulations and to support faculty in their research endeavors.

The successful candidate must possess the following knowledge, skills, and abilities:

- Bachelor's degree, minimum, is required in accounting, business administration, or equivalent
- Six years of progressively more responsible management experience in higher education focusing on the administration of grants and contracts
- Master's degree is strongly preferred
- Excellent oral and written communication skills
- Ability to speak clearly and engagingly in small and large groups
- Ability to work collaboratively with various constituents
- Demonstrated pattern of continuing professional development in grants administration; involvement in various association committees at either the regional or national level is strongly preferred
- Expertise in various federal regulations including A-21, A-110, and A-133
- Knowledge of cost accounting, effort reporting, letter of credit, financial reporting, etc.
- Ability to lead a large and diverse staff effectively; ability to establish performance metrics and expectations
- Demonstrated ability to lead change in a complex and fast paced environment
- Experience working with internal and external auditors
- Willingness to relocate to Utah

About the University of Utah: Founded in 1850, the University of Utah is the state's flagship university. The University boasts several professional programs including schools of medicine, law, architecture, and nursing. The Health Sciences Center includes the hospitals and clinics, the Huntsman Cancer Hospital and Institute, burn trauma units, and AirMed helicopter transport for critically ill and injured patients. The University enrolls approximately 30,000 students. Sponsored research awards totaled approximately \$450 million in the most recent fiscal year. The University is also home to the State Museums of Natural History and Fine Arts as well as two professional theatres and an arboretum.

The Salt Lake Valley is home to the Salt Lake International Airport. Eleven world class ski resorts are located within an hour of the airport. Utah is home to five national parks visited by people from around the world. The University is located in the foothills of the Wasatch mountains. For the cultural enthusiast, Salt Lake City is home to numerous arts venues including the Utah Opera, Ballet West, repertory dance theatres, outdoor concert venues, and more. The state is family friendly with opportunities for camping, hiking, the Utah Hogle Zoo, Discovery Gateway Children's Museum, and the Clark Planetarium.

Applicants may express their interest by applying online at <http://www.hr.utah.edu/careers/application-process.php>. In addition, we will be interviewing during the NCURA FRA 12 conference in San Diego on Saturday, March 5, 2011. Applicants interested in meeting with us at FRA 12 should e-mail the Controller at Theresa.ashman@admin.utah.edu no later than Tuesday, March 1, to schedule an interview. Candidates may contact Theresa Ashman after March 1 via e-mail or by calling 801-581-5077 to inquire as to the possibility of an interview during the conference. Scheduling priority will be given to candidates who had expressed an interest on or before March 1. After the conference, candidates should apply online via the website noted above.

Equal Employment Opportunity

The University of Utah is an Affirmative Action/Equal Opportunity employer. Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities. The University of Utah is committed to diversity in its workforce. Women and minorities are encouraged to apply.