



MINNESOTA STATE UNIVERSITY, MANKATO  
invites applications for the position of:  
**Director of Research and Sponsored  
Programs (PRF #13036)**

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**SALARY:** Depends on Qualifications

**OPENING DATE:** 01/10/12

**APPLICATION DEADLINE:** Applications received by February 13, 2012 will receive priority. Review of applications will continue until the position is filled.

**POSITION:** Probationary; Range E\*

**DATE OF APPOINTMENT:** July 1, 2012

**RESPONSIBILITIES:**

The Director supervises and manages the Office of Research and Sponsored Programs, assists the University community in the development and management of externally funded grants and contracts, and works with the Dean of Graduate Studies and Research and others to develop policy and procedures relating to external grants, including compliance with federal regulations and incentive programs to increase grant productivity.

**MINIMUM QUALIFICATIONS:**

- Earned Bachelor's Degree AND
- Minimum five (5) years experience with grant administration or higher education administration.

-- OR --

- Minimum three (3) years experience in grant administration or higher education administration plus Certified Research Administrator Credential.

**OTHER CONSIDERATIONS:**

- 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 totaling approximately \$5 million annually.
- The ability to work with faculty on a one-on-one and small-group basis to match faculty research interests with external funding opportunities and assist with grant submissions (budget development, proposal review, etc.).
- The ability to work well with staff in the Office of Finance and Administration, understand budgets, and interpret budgets to faculty and the University community.
- Creative and technical writing skills.
- Computer skills (including on-line search skills).
- Excellent oral communication skills.
- Demonstrated commitment to fostering a diverse working and learning environment.

**ADDITIONAL INFORMATION:**

Additional information on Minnesota State University, Mankato can be found at:  
<http://www.mnsu.edu>.

\*Employment for this position is covered by the collective bargaining agreement for the Minnesota State University Administrative and Service Faculty which can be found at: [http://www.hr.mnscu.edu/contract\\_plans/documents/MSUAASF\\_Contract\\_09-.pdf](http://www.hr.mnscu.edu/contract_plans/documents/MSUAASF_Contract_09-.pdf).

**NOTICE:** In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

**Application Procedures:** To apply for this position, please continue the process via this website or directly at: <http://agency.governmentjobs.com/mankato/default.cfm>.

A complete application will include the following:

- Cover Letter
- Resume/Curriculum Vitae
- Contact information for three (3) references
- Unofficial Transcript(s) of your highest completed degree

**Contact Information:**

Mr. Chris Mickle  
Director of Graduate Studies  
Minnesota State University, Mankato  
115 Alumni and Foundation Building  
Mankato, MN 56001

Phone: 507-389-2321

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HUMAN RESOURCES IS LOCATED AT:  
336 Wigley Administration Center  
Mankato, MN 56001  
507-389-1223  
[brittany.adrian@mnsu.edu](mailto:brittany.adrian@mnsu.edu)

Job #00287  
DIRECTOR OF RESEARCH AND SPONSORED PROGRAMS  
(PRF #13036)

Minnesota State University, Mankato has a long-standing commitment to diversity and is actively seeking to nurture and enrich its underrepresented communities. Women, minorities and individuals with disabilities are encouraged to apply. In accordance with USCIS regulations, successful applicants must be legally able to accept work in the United States. Requests for reasonable accommodation of a disability during the application and/or interview process should be made to Human Resources, 507-389-2015 (V), 800--267-3529 or 711 (MRS/TTY). This bulletin is available in alternative format upon request. Minnesota State University, Mankato is an affirmative action/equal opportunity university and is a member of the Minnesota State Colleges and Universities system.

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