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Posting Number:	0000726
Recruitment Type:	External - Open to All Applicants
Position Title:	Director, Office of Research and Sponsored Programs
FLSA:	Exempt
Benefit Eligible?	Yes
Temporary Employment?	No
Position Status:	Full-Time
Pre-Employment Requirements:	Criminal History Check Education Verification
Department:	Academic & Student Affairs
Position Type:	Staff

Job Summary/Basic Function:

Founded in 2005, Georgia Gwinnett College (GGC) is the 35th member of the University System of Georgia. GGC is a premier 21st century four-year liberal arts institution accredited by the Southern Association of Colleges & Schools. With a current enrollment of over 8,000 students, enrollment is projected to exceed 10,000 students within two years, including both residential and commuter students. Located in the greater Atlanta metropolitan area, GGC provides a student centered, technology-enriched learning environment. Gwinnett County (pop. 780,000+) is home to a variety of businesses, including organizations involved in health care, education and information technology.

POSITION SUMMARY:

The Director, Office of Research and Sponsored Programs, will play a lead role in developing the GGC Office of Research and Sponsored Programs, toward the goal of developing a robust, competitive, institutional research agenda. Reporting to the Vice President for Academic and Student Affairs, the Director will be responsible for the establishment, oversight and expansion of the Office of Research and Sponsored Programs in keeping with institutional research priorities, to include: outlining strategic objectives for research, pre-and post-award administrative functions, compliance, faculty proposal development and training initiatives, and the review and approval of grant proposals. The Director will serve as the key liaison to campus, local, state and federal agency representatives as it relates to all funding agency regulations, requirements and guidelines. This is a new position, offering an exceptional opportunity for professional growth, and the potential for highly qualified candidates to lead the campus in our efforts to create a thriving, research-based, intellectual climate.

SALARY: Commensurate with education and experience with excellent benefits.

Due to the anticipated volume of applications, applicants may not receive a reply from the College unless an applicant is selected for an interview. Review of applications will continue until positions are filled. Hiring is contingent upon eligibility to work in the United States and proof of eligibility will be contemporaneously required upon acceptance of an employment offer. Any resulting employment offers are contingent upon successful completion of a background investigation, as determined by Georgia Gwinnett College in its sole discretion. Georgia Gwinnett College, a unit of the University System of Georgia, is an Affirmative Action/Equal Opportunity employer and does not discriminate on the basis of race, color, gender, national origin, age, disability or religion. Georgia is an open records state.

Minimum Qualifications:

Progressively responsible positions of leadership in the field of research and grants administration, to include five or more years of directly relevant experience in higher education, or other public, research-based organizations. A Master's degree from an accredited college or university is required. The successful candidate also will possess an advanced knowledge of associated regulatory and compliance requirements and guidelines at both the state and federal levels governing the ethical conduct of research and sponsored programs.

Additional requirements include strong leadership and supervisory skills, excellent written, verbal and interpersonal communication skills. The successful candidate also will have demonstrated expertise in cultivating and sustaining collaborative partnerships across diverse constituent groups, both internal and external.

Preferred Qualifications:	<ul style="list-style-type: none">*Ph.D. from an accredited college or university.*Qualification as a Certified Research Administrator (CRA).*Broad exposure to higher education issues on the local, state, and national levels, with a keen understanding of research and policy issues in higher education.*Demonstrated skills in strategically planning, organizing and implementing a new functional area.* Comprehensive knowledge of the budget process of the State of Georgia as it pertains to public higher education.* Ability to solve complex multi-faceted problems and make reasoned, data-driven decisions.* Outstanding management abilities with the finesse, flexibility, and organizational leadership skills necessary to perform successfully in a complex, multi-level system of public higher education.* Demonstrated ability to think strategically, to plan, to organize workflow, to direct multiple tasks, and to manage complex projects.* Excellent proofreading and editing skills.* Demonstrated excellence in organizational and time management skills.* Excellent written, oral and interpersonal communication skills.* Ability to work collaboratively as a member of a team.* Ability to manage stress, and to work well within a deadline-driven environment.* A strong commitment to quality and accuracy, as well as attention to detail.* Dedicated to the responsible handling and management of confidential information.*Demonstrated leadership and/or active membership in professional organizations or activities related to research and grants administration.
Physical Requirements:	Position requires local travel. Ability to lift and carry files and materials. Ability to move from one office to another office on campus. Adequate vision, hearing and manual dexterity to interact with people in person, on the phone and in writing. Job takes place in normal environmental conditions.
Work Hours:	Position may require non-standard work hours (nights and weekends).
Posting Date:	
Closing Date:	Open Until Filled
Required Applicant Documents:	Resume Cover Letter Unofficial Transcript 1 Writing Sample
Special Instructions to Applicants:	Letters of recommendation may be uploaded, but if confidential email to apply@ggc.edu . Letters are preferred, but not required.

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