



## Sponsored Programs Specialist

Governors State University in University Park, Illinois, seeks to fill the position of Sponsored Programs Specialist. This position works with the Deputy Director of the Office Sponsored Programs and Research and the Executive Director of the Family Development Center to provide guidance for the management of externally-funded programs and research grants and contracts, including preparing and reviewing sub-award amendments, preparing budgets, performing budget monitoring, and reviewing budget changes. The successful candidate must understand and professionally negotiate unacceptable and problematic terms and conditions out of research contracts and sub-awards, assist in the compilation of complex data reports, and prepare reports for submission to university administration and funding agencies. This individual will assist faculty with proposal preparation and submission, assist with identifying funding opportunities, and provide training presentations to faculty, staff, and administrators. In addition, they will assist with audit and other compliance-related collection of information and reporting, and development of management solutions for compliance reporting needs. Additionally, this position interacts with various GSU senior administration officials: deans, program chairs, and principle investigators, and other offices and external sponsors.

The salary range for this position is \$50,000 to \$65,000.

Governors State University is the only regional, public, comprehensive university in Chicago's south suburban area, serving approximately 7,750 students annually. GSU provides accessible, high value undergraduate and graduate education to culturally and economically diverse students. GSU offers accredited programs that have earned high praise from national accrediting agencies.

Through its Strategy 2015, GSU emphasizes excellence, access, and innovation. Students benefit from the university's high academic quality, range of convenient class times, increasing hybrid and online offerings, and outstanding educational value. GSU seeks to become a national leader in successful transfer of community college students to universities, and is leading through the Kresge-supported Dual Degree Program, with features such as tuition lock-in at GSU for academically eligible community college students who commit to earn an Associate Degree and attend college full-time. GSU offers several applied doctoral degrees in health and counseling fields and is launching an Ed.D. in Interdisciplinary Leadership in January 2013.

The exceptionally beautiful campus is conveniently located within easy reach by road and rail to Chicago and surrounding communities.

**Minimum Qualifications:** Bachelor's degree; Two years' experience related to grant administration in higher education in a department or central grants office; Experience with grants.gov and federal reports; Successfully passing a fingerprint-based background check; Must be able to travel for training.

**Preferred Qualifications:** Master's degree in business or related field; Certification as a Certified Research Administrator; Financial management experience.

Applicants are required to attach a cover letter addressing experience and education, a resume, and a list of 3 - 5 professional references with contact information. Apply on line at: <http://employment.govst.edu/applicants/Central?quickFind=52610>.

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