



Employment Opportunity

Office of Human Resources

8000 York Road
Towson, Maryland
21252-0001



Website/Application
www.towson.edu/jobs

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Director, Grant and Contract Management Services

Office of Sponsored Programs & Research

The Office of Sponsored Programs & Research is seeking a Director, Grant & Contract Management Services. Under the general direction of the Assistant Vice President for Research, this position is responsible for grant & contract management services that support a full service, idea-to-archive life cycle of sponsored programs activities. Directs the day-to-day operations for grant & contract portfolio management including accounting activities, invoicing and financial reporting to sponsors, accounts receivable management and project management assistance for large complex projects.

Responsibilities: Plans, organizes, and directs the daily activities of the post award staff to support a strong, effective internal control process over all sponsored projects from award set-up through closeout and audit; manages expenditures processes, cost transfers, and the proper distribution of resources/use of funds, in compliance with sponsored guidelines; oversees grant and contract invoicing, collection of revenue, documentation of cost share, and receivable collections; provides financial analysis and oversight of the sponsored projects portfolio; prepares financial reports for the AVP, faculty, and external sponsors; serves under delegated authority as the institutional financial officer for sponsored projects; provides support for financial audits (annual, internal, legislative, or sponsor); provides support for F&A rate agreement preparation and negotiation; and monitors key agencies to stay abreast of new and/or revised regulations.

Requirements: Bachelor's degree and five year of experience. Master's degree preferred. Previous experience in a university sponsored programs office and three years supervisory experience preferred. Knowledge of federal regulations governing the administration of grants and contracts. Technical proficiency is necessary including experience with Microsoft Office (Word, Excel, PowerPoint, and Access). Adobe Professional, SharePoint, and PeopleSoft experience a plus. The selected candidate must have highly developed time-management, problem resolution, organizational skills; the ability to foster an environment that supports teamwork, collaboration, and high quality customer service; excellent oral and written communication skills, exceptional analytical skills and the flexibility to handle multiple projects and deadline pressures; highly goal orientated, self-motivated, and able to work independently as well as in coordination with various teams; and demonstrated willingness to take on new challenges and openness to change. ***A Criminal Background Investigation is required for the hired candidate and the results may impact employment.***

Salary: Competitive salary and full university benefits that include excellent health, life insurance, and retirement plans; tuition remission; and 22 days of annual leave, 14 holidays, personal and sick days. ***The position is contingent on funds being available at the time of hire.***

To Apply: Fully complete the online application and upload a cover letter and resume. ***This position is open until filled.***

Towson University is an Equal Opportunity Employer and has a strong institutional commitment to diversity. Women, minorities, persons with disabilities, and veterans are encouraged to apply.

Towson University is a smoke-free campus.