

**Director of Pre-Award Services  
The University of North Carolina at Chapel Hill**

The University of North Carolina at Chapel Hill is seeking candidates to join a dynamic and collegial leadership team in the Office of Sponsored Research (OSR). This individual will lead and oversee pre-award services which includes a newly created contracting team. The Director of Pre-Award Services will supervise a staff of 8 and report to the Associate Vice Chancellor for Research Director of the Office of Sponsored Research. Primary responsibilities include: oversee, mentor, and guide a dedicated and professional team of pre-award and contract staff; keep current of all regulatory changes at the state, local, and federal level and evaluate the need for updates to policy, procedures, and SOPs and develop and update communication plans and training materials accordingly; work with staff in other campus units to continue refining the metrics needed to monitor and measure the effectiveness of the pre-award function at UNC Chapel Hill; consult with internal and external stakeholders on a broad spectrum of research administration issues; serve as key member of OSR senior leadership team. The Office of Sponsored Research has administrative responsibility for all sponsored grants and contracts awarded to the University, which currently includes more than 5,000 active awards totaling more than 777 million annually.

Applicants must hold a bachelor's degree, and must have a minimum of five years' experience in research administration in a non-profit setting, preferably at a research-intensive university. A master's degree, prior managerial experience and significant experience in pre-award research administration are preferred. Applicants must have extensive knowledge of federal regulations and OMB circulars relevant to university sponsored programs and extensive experience negotiating awards and industry contracts. Other requirements include strong evidence of success as a leader, well-developed communication skills, the ability to work with research faculty, grants managers, legal counsel and senior administrative officers of the University, the ability and desire to mentor and inspire staff and a thorough understanding of current public policy issues in the research arena. Applications must include a cover letter, the names, addresses, and telephone numbers of three professional references and a current resume. References will not be contacted until candidates have reached the final round of consideration. Applications will be accepted until the position is filled.

To apply for the position, please visit: <http://unc.peopleadmin.com/postings/30174>

The University of North Carolina at Chapel Hill is an Equal Opportunity Employer. Women and minorities are encouraged to apply.