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The **College of Liberal Arts and Sciences at the University of North Carolina at Charlotte** is seeking a Director for its Office of Sponsored Research.

The University of North Carolina at Charlotte is a doctoral, research intensive university, located on a 1,000-acre campus in one of the nation's fastest growing metropolitan areas on an expanding modern campus. One of sixteen campuses in one of the oldest public university systems in the United States, UNC Charlotte offers over 26,000 culturally diverse students a wide range of undergraduate and graduate degree programs. The College of Liberal Arts and Sciences, the largest of seven colleges, houses 20 departments in the humanities, social and behavioral sciences, physical sciences, and military sciences, as well as eight research centers and institutes and 13 interdisciplinary programs.  The city of Charlotte is located approximately two hours from the mountains and three and a half hours from the beach and offers a welcoming year-round climate.

**Position Title:** Director of Sponsored Research, College of Liberal Arts and Sciences

**Position Number:**  004945

**Employment Type:**  Full-time, Permanent, EPA non-faculty with benefits

**Primary Purpose of the Position**

The Director of Sponsored Research reports directly to the Sr. Associate Dean and serves as the College’s senior research administrator. The Director provides leadership and assistance in all areas of research and sponsored program activity for the College.

**Major Duties and Responsibilities**

The primary responsibility of the Director of Sponsored Research is to identify, plan, organize and secure support for the College from state, federal and private funding agencies through assisting faculty members with their sponsored project submissions. The Director of Sponsored Research will exercise considerable discretion and independence in discharging those duties and responsibilities. The director will review proposals, budgets, and contracts in the light of federal regulations and guidelines and research requirements, and make appropriate decisions based on his or her professional experience and judgment. The Director must stay abreast of funding agency rules, regulations, procedures, policies and submission portals and grant management systems and interpret those in light of University policies when appropriate. The Director must also monitor complex compliance changes in order to coordinate appropriate responses and be able to implement systems to meet the government’s phase-in requirements. The Director will also supervise an Associate Director and staff personnel, currently consisting of two post-award assistants.

 The Director’s duties will include the following specific tasks:

* Acting as a liaison between the College and funding agencies, including negotiating terms and conditions.
* Facilitating and coordinating large proposals involving multiple CLAS faculty and other institutions.
* Serving as an advisor to the Deans regarding topics within research administration including issues of compliance and conflicts of interest, systems and processes within the College, export controls, intellectual property conflicts.
* Conducting workshops and training sessions on grant preparation, sources of funding, special opportunities, and University administrative procedures for the College.
* Directing the processing of all aspects of proposals including: development of proposals and proposal budgets, providing an institutional signature and approvals when required, reviewing proposals to ensure compliance with University policy and requirements of funding agencies, reviewing guidelines for pre-award agreement to sponsor terms and conditions, preparing exception letters for submission when appropriate, submitting all College proposals and agreements, reviewing and accepting awards on behalf of the University and process before central office handoff, negotiating and executing all grant awards received by the College
* Assisting with post-award financial issues as needed.
* Serving as intermediary between the PI and the central office when necessary
* Communicating changes in policy and procedures to CLAS faculty.
* Representing the College at national conferences and workshops.
* Organizing the College’s annual recognition reception for external funding recipients.
* Serving on the University’s Research Administrators’ Council and other University committees as requested.
* Carrying out other duties as assigned by the Sr. Associate Dean or the Dean.

**Education, Knowledge, Skills, and Experience Requirements**

The director must have exceptional interpersonal, communication,and motivational skills buttressed by a demonstrated track record of proposal preparation and processing in an academic setting; a Master’s degree is required in an appropriate field with 5 years of comparable experience (a Certified Research Administrator designation is also desirable); knowledge of the grant proposal process, the ability to interpret and apply agency regulations; and a level of maturity and experience sufficient to earn the trust and respect of faculty.

**How to Apply**

Review of applications will begin May 15, 2014 and will continue until filled. Position start date approximately, July 1, 2014.  Interested candidates should apply online at <https://jobs.uncc.edu> (position # 004945).  Complete applications must include a current resume; a letter of interest; and the names, addresses, telephone numbers, and e-mail addresses for three professional references.  The University of North Carolina at Charlotte is an Equal Opportunity, Affirmative Action Employer.  Members of minority groups, persons with disabilities, and women are especially encouraged to apply. The finalist is subject to a criminal background check.    This position will remain open until filled.