

Position Announcement

Director of Research Administration and Advancement (Full-time Regular, Exempt)

The University of Maryland Center for Environmental Science (UMCES) seeks a Director for the Office of Research Administration and Advancement (ORAA). This position reports to the Vice President for Administration and has overall responsibility for research administration functions for UMCES. This includes the pursuit of research funding opportunities, contract and grant proposal review and submission, award negotiations and administration and, a broad range of research compliance issues and training. The successful candidate will also participate in updating and administering policies and procedures and may represent UMCES within the University System of Maryland (USM) and other external entities including serving as the Administrative Representative to the Federal Demonstration Partnership.

UMCES, a research institution, is comprised of four Laboratories and the Maryland Sea Grant College, which are located in different regions throughout the State. ORAA is comprised of 2.75 FTE with the Director and Assistant Director positions located in Cambridge, MD at the Center Administration building on our Horn Point Laboratory campus. Some travel to all of UMCES sites will be required. More about UMCES can be found at <http://www.umces.edu/locations>.

A Bachelor's Degree and a minimum of 7 years previous experience in university research administration with management responsibility are required. Candidate must have working knowledge of the relevant OMB Circulars and the FAR. Strong written and verbal communication skills are required as well as an ability to interact in a positive manner with all levels of management, faculty and staff.

Salary will be based on experience and demonstrated skills. Full University benefits are offered. This position is open until filled. Review of applications begins immediately. To apply send letter of interest, resume and contact information for three references to: ora-search@umces.edu.

The University of Maryland Center for Environmental Science is an Equal Opportunity, Affirmative Action employer. Individuals with disabilities, veterans, minorities, and women are encouraged to apply.