The **College of Liberal Arts and Sciences at the University of North Carolina at Charlotte** is seeking an Associate 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.

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

**Position Number:**  1368

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

**Primary Function of Position**

The Associate Director of Sponsored Research reports to the Director of Sponsored Research and may supervise two college-level staff members.  The position of Associate Director holds major responsibilities in the areas of pre- (75%) and post-award (25%) administration.  The Associate Director has responsibility for the submission of proposals from the College, including determining if project proposals are consistent with the academic and research policy of the College and University. The Associate Director advises faculty and staff on the development of project proposals, prepares proposal budget requests and conducts final award review, negotiation and acceptance with sponsoring agencies, particularly as the award relates to terms and conditions that affect academic freedom and ownership of the product. Formal contract negotiation and acceptance is finalized by the central office.  The Associate Director represents the Director in the Director’s absence and performs other duties as assigned.

**Major Duties and Responsibilities**

1. Pre-Award Services

* ensure College compliance with federal, state, and University regulations
* ensure that proposal guidelines and submission deadlines are met
* interpret funding agency rules, regulations, procedures, and policies in the light of University policies
* oversee final review of proposals in the absence of the Director prior to submission and hold signature authority for budget approval on behalf of the Chief Financial Officer

2.  Post-Award Services

* assists PIs in connection with post-award administrative activities, including but not limited to monitoring effort, requesting no-cost extensions, and contacting sponsors regarding re-budgeting actions
* assists PIs in providing financial oversight to sponsored funds by demonstrating a working knowledge of budgetary principles relative to sponsored programs

3. Electronic Research Administration

* manage the submission and tracking of electronic proposals utilizing multiple web-based on-line systems
* stay abreast of new developments in ERA through direct federal agency contact and involvement in professional associations.
* investigate and analyze adoption of other electronic systems for the College as related to sponsored research

4. Relationship Management

* represent College in daily interaction with federal, state, and private agency representatives
* establish and maintain good relationships with faculty and staff and central research administration staff to facilitate the work of research administration at the University
* maintain a high standard for customer service
* represent the College at university-level, sponsored-research meetings and committees

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

The ideal candidate will have exceptional interpersonal, communication,and motivational skills and will have experience in the preparation, processing and submission of grant and contract applications and proposals.  The applicant should also have experience in award negotiation and acceptance and be familiar with regulations and requirements for a wide variety of extramural sponsors including federal, state and private agencies.  A Bachelor’s degree in an appropriate field (Master’s degree and/or Certified Research Administrator designation preferred); the ability to prepare, analyze and revise detailed proposal budgets, the ability to interpret and apply agency guideline requirements; and a level of maturity and experience sufficient to earn the trust and respect of faculty are required.

Salary is competitive and commensurate with qualifications and experience.

**How to Apply**

Applications will be considered until the position is filled.  Interested candidates should apply online at <https://jobs.uncc.edu> (position #1368).  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.