
University of New Haven

**University of New Haven
Sponsored Programs Administrator (SPA)
Search #14-135**

The University of New Haven (UNH) Office of Grants and Sponsored Programs seeks an enthusiastic, experienced Sponsored Programs Administrator (SPA) who enjoys working with faculty, making a difference, and is willing to pitch in to do whatever it takes to get the job done. Join our small dedicated team as we seek to apply for and secure increased state and federal government and/or private foundation grants for a range of institutional purposes including curricular initiatives, research initiatives, faculty research, and student support. This new position is being created primarily in response to the needs of faculty in the College of Engineering and the College of Arts and Sciences, but will assist as needed with projects across the campus.

The Mission of OGSP:

The UNH Office of Grants and Sponsored Programs (www.newhaven.edu/grants) facilitates scholarly activities by providing assistance with the identification, development, and submission of external funding proposals and the implementation of awards. Concern for the University's interests is demonstrated through resource management and oversight of compliance standards.

Duties and Responsibilities:

The SPA's efforts will be primarily pre-award including: identification of funding opportunities; assisting project personnel with proposal development; writing and editing documents; budget development; drafting letters of support; uploading materials into sponsor portals; and the internal review process. As part of the continuum of service, there will be some post-award activities such as assistance with reporting deadlines, technical reports, and communications between the PI/project team and the business office and the sponsor.

About the University of New Haven:

The University of New Haven (www.newhaven.edu) is a private, top-tier comprehensive institution recognized as a national leader in experiential education. The University provides its students with a unique combination of a solid liberal arts education and real-world, hands-on career and research opportunities. UNH enrolls approximately 6,400, including nearly 1,800 graduate students and more than 4,600 undergraduates, and has approximately 250 full-time faculty members in addition to part-time and adjunct professors.

Where To Go For More Information:

Interested individuals should carefully review the position description for more detailed information regarding qualifications, duties and the application process. The position description can be found on the University of New Haven's website, which is located at <http://www.newhaven.edu/849310.pdf>. Initial review of applications will begin February 2, 2015, and continue until the position is filled or closed.

The University of New Haven is an Equal Opportunity Employer