**Director, Office of Research Development and Management**

The College of Education at UNC Charlotte seeks a **Director of the Office of Research Development and Management** with duties and skills in grants and contracts business administration, research understanding, financial and human resource management, and communications. Manages the College's pre and post-ward activities. Supervises Post award administration for the college. Participates in seeking external funding by tying faculty research interests to appropriate funding sources. Independently manages all research business functions related to research funding in excess of $20,000,000 within the College of Education. Stays current on all federal, state and local policies and procedures related to grant and contract management and proposal submission. Advises, reviews and assists in the development of all required proposal submissions for new and continuation proposals submitted by faculty and staff to various funding agencies. Works closely with Research and Federal Relations (RFR) in development assistance and financial oversight of all grants and contracts. Coordinates with principal investigators to ensure inclusion of appropriate supporting documentation as required by sponsors (i.e. Proposal Review Form, PI eligibility, IDC waivers, Agency forms, commitment letters, etc.). Plans with Dean and Associate Dean regarding long and short term strategic planning.

Other responsibilities include serving on a number of research related committees throughout the university to include the Research Advisory Committee (RAC), Advancement of Research Administration (AURA) and the System for Administrative Management (SAM) committee.

**Minimum Experience/Education:**

Graduation from a four-year college or university with a degree in Business Administration, Public Administration or related business area and two years of administration management or business management experience; or an equivalent combination of training and experience.

**Departmental Preferred Education/Training, Experience, Skills/Competencies:**

Strong preference will be given to candidates with three years grant management experience. Prefer a master's degree in business administration or related field. Also, CRA certification is preferred but not required.

SEE FULL JOB POSTING AND APPLY ELECTRONICALLY AT <https://jobs.uncc.edu> (reference: position #2012).