

**Director of Sponsored Programs and Research
Academic Affairs
Carlow University**

The Director is responsible for planning, prioritizing, facilitating, implementing and managing research grants and sponsored projects in support of faculty, the University Campus School and of the university's strategic priorities. This person will serve as the internal proposal development specialist; prepare all grant submissions, serve as compliance officer and post-award manager for all university grants.

Carlow University is a comprehensive Catholic University located in Pittsburgh, Pennsylvania. Founded in 1929 by the Sisters of Mercy, Carlow is situated in a culturally diverse urban setting. One of the 17 member institutions of the Conference for Mercy Higher Education, Carlow is recognized for educating traditional students and adult learners for a lifetime of ethical leadership and service.

Duties and Responsibilities

- Conducts research and evaluates information on external funding sources to identify grant opportunities that will support initiatives at the university.
- Work closely with faculty and administrators to develop programs and other opportunities that will attract funding for faculty research and special university initiatives.
- Work closely with faculty, department chairs, program directors, and administrators to move project ideas from concepts to persuasively crafted funding proposals; will also work with grant makers to match their priorities to faculty expertise.
- Serves as the Authorized Organizational Representative to submit proposals and tracks and reports on outcomes
- Serves as the college Compliance Officer on grant policies and procedures and ensures compliance with all requirements.
- Submits university grants, negotiates award contracts and conducts post-award management oversight, ensuring that all grants are managed in accordance with the requirements of the funder, internal policies and the law.
- Keeps abreast of current developments, trends and available resources in the field of research administration.
- Assists the university with other projects as assigned.
- Demonstrates and reflects understanding of and commitment to the mission and core values of Carlow University and the Sisters of Mercy.

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based on departmental needs.

Qualifications

Bachelor's degree required; master's preferred. 3-5 years of research administration experience in higher education or comparable organization. In addition, the following skills are required:

- A record of writing and advancing successful proposals along with experience working with faculty and senior administrators
- Excellent verbal and written communication skills; ability to lead others in an effective process to obtain and manage funding
- Excellent project management, research, organizational and judgment skills
- Experience managing and allocating budgets
- Adherence to the institution's mission and strategic plan objectives and ability to respond appropriately to emerging ideas.
- Attention to detail, excellent presentation skills.
- Knowledge of and experience with electronic grant funding systems,.
- Knowledge of federal regulations and research administration compliance.

Carlow University employees commit themselves to the highest standards of ethical conduct. They commit to act with integrity, treat others with respect and dignity, carefully steward the University's resources, avoid conflicts of interest or commitment, maintain confidentiality, and to comply with legal and professional obligations.

Send cover letter and resume to HR1@carlow.edu.

Carlow University is an Affirmative Action/Equal Opportunity employer by choice. We value diversity and we are committed to the recruitment of underrepresented groups. Accordingly, the University prohibits and will not engage in discrimination or harassment on the bases of race, color, religion, sexual orientation, handicap or disability, sex, age, pregnancy, ancestry, national origin, place of birth, genetic information, gender identification, veteran's status, or any other category protected by federal, state or local law. This policy applies to all programs and activities, with respect to both admissions and employment.