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Director - Grants & Contracts

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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Please see Special Instructions for more details.

Interested candidates should apply online at <https://jobs.uncc.edu> (position # 000037). 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.

Position Information

General Information

Position Number	000037
Vacancy Open to	All Candidates
Working Title	Director - Grants & Contracts
Position Designation	EPA Staff
Employment Type	
Months per Year	12

Work Schedule	Monday-Friday, 8-5
Hours per week	40
FLSA Status	Exempt
Division	Academic Affairs
Department	College of Engineering (Col)
Salary Range	80,000
Primary Purpose of Department	The Grants and Contracts Office in the College of Engineering has primary responsibility for pre-award and post award support for college faculty and staff, including proposal development, budget review, proposal submission, and post-award support to college and department staff. Post-award administration includes oversight for cost-share accounting, effort reporting, and financial management. The office is the primary point of contact for the college with university research administration and holds delegated signature authority for proposal submission on behalf of the university. The office promotes and upholds research and financial integrity.
Primary Purpose of Position	The Director of Grants and Contracts has overall 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 director advises faculty and staff on the development of project proposals and conducts final award review and submission to sponsoring agencies. The director works with the Office of Technology Transfer in ensuring that contracts adequately protect the intellectual property rights of the university and its faculty. The director represents the college at university level sponsored research meetings and committees and performs other duties as assigned.
Summary of Position Responsibilities	
Minimum Education/Experience	A Master's degree is preferred but will consider Bachelor's degree in an appropriate field with 5 years of comparable experience (a Certified Research Administrator designation is also desirable).
Preferred Education, Knowledge, Skills and Experience	The director must have exceptional interpersonal, communication, and motivational skills buttressed by a demonstrated track record of proposal preparation and processing in an academic setting; Knowledge of the grant proposal process, the ability to interpret and apply agency regulations; and a level of maturity and experience sufficient to earn the trust and respect of faculty.
Necessary Certifications/Licenses	
Preferred Certifications/Licenses	
Special Notes to Applicants	Interested candidates should apply online at https://jobs.uncc.edu (position # 000037). 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.
Posting Open Date	02/02/2016
Posting Close Date	
Open Until Filled	Yes
Proposed Hire Date	
If time-limited please indicate appointment end date	
Contact Information	

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this employment opportunity?
 - o UNC Charlotte Website
 - o Another Website
 - o Agency Referral
 - o Advertisement/Publication
 - o Personal Referral

- Other

2. Where did you learn about this posting?

(Open Ended Question)

Applicant Documents

Required Documents

1. Resume / Curriculum Vitae
2. Cover Letter / Letter of Interest
3. Unofficial Transcripts
4. Contact Information for References

Optional Documents