

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, life 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.



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

Position Number: 1368

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

Primary Function of Position

The position of Associate Director holds major responsibilities in the areas of research proposal development and post-award administration and supports the overall advancement of the College's research enterprise. The Associate Director has responsibility for preparing proposal submissions from the College, including determining if project proposals are consistent with the academic and research missions and policies of the College and University. The Associate Director advises faculty and staff on the development of proposals, including budget preparations, pre-submission reviews, and contract negotiations, and assists with post-award management and oversight of funded projects. The Associate Director represents the Office in the Director's absence, participates in projects designed to advance research within the College and University, and performs other duties as assigned. The Associate Director of Sponsored Research reports to the Director of Sponsored Research.

Major Duties and Responsibilities

1. Pre-Award Services

- ensure proposal compliance with federal, state, and University policies and 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 prior to submission, in the absence of the Director
- may hold signature authority for budget approval on behalf of the Chief Financial Officer

2. Post-Award Services

- assist PIs with post-award administrative activities, including but not limited to, monitoring effort, preparing and processing no-cost extensions requests, and communicating with funders regarding re-budgeting actions
- assist PIs with financial oversight of award funds by demonstrating a working knowledge of budgetary principles relative to sponsored programs

3. Electronic Research Administration

- manage the submission and tracking of proposals and stay abreast of new developments in ERA and research administration policies and practices.
- investigate and evaluate the adoption of new electronic business systems for research-related activities

4. Relationship Management

- represent College in daily interaction with federal, state, and private agency representatives
- establish and maintain strong relationships with faculty, staff and central research administration personnel
- maintain a high standard for customer service
- represent the College at university-wide research-related meetings and committees
- other duties as assigned

Minimum Education/Experience

Bachelor's degree in an appropriate field; the ability to prepare, analyze, and revise detailed proposal budgets, the ability to interpret and apply agency guideline requirements; knowledge of federal funding policies and regulations; and a level of maturity and experience sufficient to earn the trust and respect of faculty are required.

Preferred Education, Knowledge, Skills, and Experience

Master's degree and/or Certified Research Administrator designation. 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.

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.