

Job Description

Job Title	Associate Vice President
Job ID	602741
Location	Office of Sponsored Projects
Full/Part Time	Full-Time
Regular/Temporary	Regular

[Return to Previous Page](#)[Switch to Internal View](#)

Job Description

The AVPSP directs the Office of Sponsored Projects (OSP), providing mission-critical services in support of the research enterprise at Northern Arizona University (with 28 FTE). The AVPSP should be a dynamic leader and accomplished administrator with significant and productive experiences in leading and managing an organization that is responsible for reviewing and approving research proposals on behalf of NAU and submitting to sponsoring agencies, and for management of externally sponsored research awards. The AVPSP is a key member of the senior leadership team of the Research Division. The AVPSP will work collaboratively and in partnership with faculty, department chairs, college and school deans, administrative officers, the Vice President for Research (VPR), and other members of the VPR's leadership team to provide strategic leadership of NAU's sponsored research activities. The OSP manages a significant volume of financial activities: In fiscal year 2015, over 350 proposals requesting over \$50 million were submitted to external sponsors; over 200 awards worth over \$50 million were made to NAU (initial year project periods in both cases) and research expenditures exceeded \$30 million. NAU's faculty and PI's seek out and receive funding for all mission critical areas, e.g., research (basic, applied, translational and clinical), public service, training, instruction and instructional development, etc., and the successful candidate must have a thorough understanding of these types of programs.

The AVPSP will:

- Build and lead a high-capacity sponsored projects infrastructure centrally and across the NAU research enterprise.
- Ensure that all research administration operations are compliant with university, state and federal regulations, policies and laws that govern externally-sponsored research
- Establish a program of outreach to build strong relationships and work closely with faculty, colleges and departments, building strong relationships to facilitate research efforts and resolve problems.
- Manage Human Resource activities for the OSP regarding recruiting and selection, hiring, training, development, mentoring, counseling, performance evaluation, and salary planning.
- Ensures timely submission of sponsored project applications and execution of awards.
- Serve as the expert and final arbiter for interpreting, explaining and applying external sponsors' research regulations and NAU policies to Principal Investigators and the research community.
- Establish credibility with NAU's academic community when interpreting and applying federal, state and NAU policies as they apply to sponsored projects
- Ensures all reporting for sponsored projects are accurate and submitted in a timely manner.
- Participate in the development of the institutional F&A cost proposal and negotiation of the F&A rate.
- Proactively engage with colleagues at other leading research universities or at national organizations to advocate for NAU's researchers, respond to compliance changes, etc.
- Other duties within the general scope of responsibility.

Minimum Qualifications

- Bachelor's degree plus ten (10) years' experience in positions of increasing responsibility in both pre- and post-award research administration, with at least 5 of those years in a supervisory capacity.

Preferred Qualifications

- Research-based Master's or Doctoral degree.

- Five (5) years' experience as a Director of Sponsored Projects at a U.S. research university.

Knowledge Skills and Abilities

- Excellent leadership and management skills.
- Demonstrated experience managing business culture change within a large dynamic organization, including review of the organization's current service delivery model with an eye towards improving customer service, building efficiencies, or employing other methods that will best serve the research community and remove real or perceived administrative barriers in the conduct of university sponsored activities.
- Demonstrated experience reviewing and approving complex sponsored projects proposals and submitting to sponsoring agencies, and in financial management of externally sponsored awards.
- A comprehensive working knowledge of current laws (federal & state), regulations, and sponsor policies related to sponsored projects management & administration, including, but not limited to, the Code of Federal Regulations, Uniform Guidance, general & agency specific research terms & conditions, comprehensive working knowledge of federal funding agencies, & all other major funding sources (state & local government, foundations, industrially sponsored research).
- Working knowledge/understanding of concepts and principles of research subjects protection, disclosure of financial conflicts of interest, export controls, intellectual property and other areas of research compliance.
- Demonstrated knowledge of financial management and a track record of effective budget and financial management in a research environment.
- Demonstrated knowledge of contracting and subcontracting practices sufficient to ensure responsible management of university resources and of the university's financial and contractual obligations.
- Excellent communication skills, including the ability to present information to many diverse individuals and groups.
- Demonstrated experience engaging with colleagues at other leading research universities and within national organizations (such as SRA, NCURA) in order to maintain current knowledge of trends and best practices in the field.
- Ability to interact effectively in a culturally and ethnically diverse community.

General Information

Northern Arizona University has a student population of approximately 29,000, including more than 21,000 on its main campus in Flagstaff and the remainder at more than 20 locations statewide and online.

Committed to a diverse and civil working and learning environment, NAU has earned a solid reputation as a university with all the features of a large institution but with a personal touch. NAU carefully balances teaching, scholarship and service with a faculty and staff dedicated to each student's success. All faculty members are expected to promote student learning and help students achieve academic outcomes.

While our emphasis is undergraduate education, we offer a wide range of graduate programs and research that extend to such national concerns as forest health and bioterrorism. Our institution has carefully integrated on-campus education with distance learning, forming seamless avenues for students to earn degrees.

Flagstaff has a population of about 70,000, rich in cultural diversity. Located at the base of the majestic San Francisco Peaks, Flagstaff is 140 miles north of Phoenix at the intersection of Interstate 17 and Interstate 40.

With its elevation of 7,000 feet and four-season climate, Flagstaff is ideal for year-round outdoor activities. Nearby attractions include the Grand Canyon, Lowell Observatory, Oak Creek Canyon, Sedona, Monument Valley, Sunset Crater, Meteor Crater, and Arizona Snowbowl.

The university is committed to a diverse and civil working and learning environment.

Background Information

This position has been identified as a safety/security sensitive position. Therefore, per AZ Revised Statute, Northern Arizona University requires satisfactory results for the following: a criminal background investigation, employment history investigation, degree verification (in some cases) and fingerprinting.

Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States.

Finally, each year the Northern Arizona University Police Department releases an annual security report. The report is a result of the federal law known as the Clery Act and contains policy statements that address the school's policies, procedures and programs concerning safety and security including policies for responding to emergency situations and sexual offenses. The report contains three years of data for Clery reportable crime statistics for the campus along with the most current year's Fire Safety Report, which includes policy statements and fire statistics for Flagstaff on-campus student housing.

The report may be viewed at nau.edu/clery or by visiting the NAUPD website at: <http://www.nau.edu/police>. A printed copy of the report is available upon request by contacting the NAU Police Department, Records Department at (928)523-8884 or by visiting the department at Building 98A on the NAU Mountain Campus.

Salary

Commensurate with experience.

Benefits

This is an Administrator (ADM) position. NAU offers an excellent benefit package including generous health, dental and vision insurance; participation in the Arizona State Retirement System (ASRS) or the Optional Retirement Program (ORP); 22 days of vacation and 10 holidays per year; and tuition reduction for employees and qualified family members. More information on benefits at NAU is available at <https://nau.edu/Human-Resources/Benefits/>

NAU is a tobacco and smoke-free campus.

Administrators are hired on a contract basis renewable each 6 months according to terms of the Conditions of Administrative Service:

<http://azregents.asu.edu/rrc/Policy%20Manual/6-101-Conditions%20of%20Administrative%20Service.pdf>

Employees offered a position will be eligible for state health plans (including NAU's BCBS Plan). Employees will have 31 days from date of hire to enroll in benefits, and their benefits will then be effective the first day of the pay period following their completed enrollment.

If a new employee chooses the Arizona State Retirement System (ASRS) retirement option, participation in the ASRS Plan (and the long-term disability coverage that accompanies it) will begin on the first of the pay period following 183 days of employment. New employees who choose to participate in the Optional Retirement Plan (ORP; an alternative to the ASRS plan) will begin to participate on the first day of employment. The long-term disability plan that accompanies the ORP will begin on the first day of the pay period following 90 days of employment. More information about NAU benefits is available at hr.nau.edu/benefits.

Submission Deadline

This vacancy will be open until filled or closed. Review of applications will begin on August 22, 2016.

How to Apply

To apply for this position, please click on the "Apply" button on this page. Application must include an attachment that contains: (1) a cover letter highlighting your particular qualifications for this position; (2) a curriculum vitae or resume; (3) and names and contact information for three references. Save all items, in the order stated, as a single PDF or Word document.

If you have problems submitting application attachments in the form of a Word or PDF document please contact the department for assistance.

If you need assistance completing your application there are instructions available on line at <http://hr.nau.edu> or in person in the Human Resources Department located in Building 91 on the NAU Campus - on the corner of Beaver and DuPont Streets.

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process please contact the Office of Equity and Access at: 928-523-3312/TDD - 928-523-1006 or PO Box 4083, Flagstaff AZ 86011.

FLSA Status

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and therefore will not earn overtime or compensatory time for additional time worked.

Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.

[EEO is the Law Poster and Supplements](#)

NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.

[Return to Previous Page](#)

[Switch to Internal View](#)
