



Position Title	Director of Sponsored Programs
Position Number	992059
Requisition Number	S00844
Salary Range/Pay Rate	Salary Commensurate with Education and Experience
Position Notes	Compensation commensurate with education and experience. For more information on Oakland University's salary structure and fringe benefits, please go to our website at <a href="http://www.oakland.edu/uhr/benefits">http://www.oakland.edu/uhr/benefits</a>
Employee Group/Grade	AP Band U
Unit Number/Name	2701 – Office of Research Administration
Division	Academic Affairs
Job Category	Administrative - Professional
Shift/Days	This is a full time position. <b>First consideration will be given to those who apply by March 22, 2018.</b>
Pay Schedule	Month
Minimum Qualifications (indicate training, education)	Bachelor's Degree in Finance, Economics or Accounting or related field or an equivalent combination of education and experience. Five years of experience in research administration or related fields. Knowledge of federal Uniform Guidance and state and private sponsor regulations and procedures relating to grants and contracts. Working knowledge of export control regulations in relation to university activities. Understanding of export control regulations and associated procedures. Experience in contract negotiations. Knowledge of issues associated with intellectual property and technology transfer. Project management skills. Knowledge of applied principles of accounting. Proficient with database, word processing, and spreadsheets. Proficient with BANNER or other financial systems. Ability to translate regulatory requirements into operational policies and procedures. Excellent organizational and analytical skills. Excellent oral and written communication skills.
Desired Qualifications	Relevant experience in university research administration. Some managerial or supervisory experience. Experience with research development.
All Qualifications:	Unless otherwise required by an applicable collective bargaining agreement, all minimum, additional and desired qualifications are preferred, but qualifications, degrees, and/or experience deemed comparable and/or equivalent by Oakland University in its sole and exclusive discretion may be considered.
Position Purpose	Direct the administration of externally funded grants, contracts, and other sponsored programs in compliance with relevant regulations and university policies. Oversee the development, processing and administration of pre- and post-award documents; negotiate contracts; manage compliance with export control regulations; coordinate technology transfer activities as needed; and serve as liaison between the university, sponsors, and government agencies. Report to the Vice Provost for Research.
Job Open Date	03-08-2018
Job Close Date	Open Until Filled

Please refer to <https://jobs.oakland.edu> to apply for this position online. For additional job postings please view the current job postings under "JOBS" at Oakland University's web site at [www.oakland.edu](http://www.oakland.edu). For more information on Oakland University's salary structure and fringe benefits, please go to our website at [www.oakland.edu](http://www.oakland.edu) faculty & staff benefits and compensation. Oakland University, as an equal opportunity institution, is committed to compliance with all federal and state laws prohibiting discrimination. Oakland University prohibits discrimination on the basis of race, sex, color, religion, national origin or ancestry, age, height, weight, familial status, marital status, disability, creed, sexual orientation, veteran status and other prohibited factors in employment, admissions, educational programs and activities. Inquiries or complaints may be addressed to Oakland University, Director of Inclusion/Intercultural Initiatives, Department of Inclusion/Intercultural Initiatives, 203 Wilson Hall, Rochester, Michigan 48309-4401.

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