

Director of Sponsored Programs

Posting Details

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Position Title	Director of Sponsored Programs
Position Number	992059
Requisition No.	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 http://www.oakland.edu/uhr/benefits
Employee Group/Grade	AP Band U
Job Category	Administrative-Professional
Work Schedule	FT/Reg (40 hours)
Shift/Days	This is a full-time position.
Pay Schedule	Month
Number of Hrs./Wk.	40/Wk

Position Information

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Minimum Qualifications	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.
Additional Qualifications	
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

Position Specific Questions

Required fields are indicated with an asterisk (*).

1. * Are you currently a member of the Oakland University Administrative-Professional Group?

- Yes
- No
- No Response

Documents Needed to Apply

Required Documents

1. Cover Letter
2. Resume

Optional Documents