



Director - Office of Sponsored Programs, Academic Research, and Compliance

St. Mary's University of San Antonio, a Catholic Marianist liberal arts university, invites applications for the position of Director for the office of Sponsored Programs, Academic Research, and Compliance (SPARC), the central administrative unit responsible for all externally funded sponsored projects, grants, and contracts that support academic research, scholarship, and creative activities. The Director oversees and participates in pre-award activities, post-award implementation, and ensures compliance with all federal, state, sponsor, and institutional policies and regulations (excluding grant-related accounting transactions) for all academic research and sponsored projects. The Director reports to the Vice Provost for Academic Affairs.

The Director, with the support of the SPARC office: provides support to faculty members and Academic Affairs professional staff engaged in research and sponsored projects; facilitates the implementation of the strategic priorities of the University's colleges and division of Academic Affairs by identifying and assisting with the procurement of external funding; provides pre-award and post-award grant management support; develops and implements strategies to increase the number of faculty members seeking and obtaining grants and funding to support research, scholarship, and creative activities; monitors compliance with relevant statutory regulations, institutional policies, and/or sponsored project-related requirements; develops and implements grant and compliance training programs; oversees the work of the University's Institutional Review Board and the Institutional Animal Care and Use Committee; serves as the University's principal compliance officer for grants and sponsored projects; and monitors, administers, and helps revise relevant institutional policies and procedures related to research and sponsored projects.

The University seeks applicants with the following qualifications: Master's degree required, doctorate preferred; five years successful management-level experience in sponsored program administration, preferably in an academic environment; and a demonstrated record of achievement in obtaining and administering grants (federal, state, corporate, foundation), contracts, and cooperative agreements. A successful candidate is able to effectively work with faculty and professional staff across disciplines and schools during pre-grant activities and collaborate with SPARC staff and other university personnel in the management of grants. Applicants must have thorough knowledge of the OMB Uniform Guidance, all federal and state regulations that pertain to research, and policies of key federal funding agencies. Experience with contracts and sub-contracts is a plus.

Given the responsibilities of the Director, strong oral and written communication skills are essential. The position requires someone who is highly organized, proactive, and capable of working independently but also able to work in a team with a range of constituents across the campus. The Director must be an effective supervisor and able to work well in a deadline-oriented environment where multiple priorities must be effectively managed.

Salary is commensurate with qualifications and experience and is accompanied by a strong benefits package. All qualified applicants are welcome; minorities and women are especially encouraged to apply.

St. Mary's is a designated Hispanic Serving Institution with approximately 3700 students. The university is comprised of four schools: Greehey School of Business, Humanities and Social Sciences, Law, and Science, Engineering and Technology (www.stmarytx.edu). We have been very successful in obtaining significant federal grants to develop and implement innovative programs to enhance student success as well as grants to support faculty research.

Applications can be electronically submitted at <http://stmarytx.applicantpro.com/jobs/> with all supporting documents. In addition to the employment application, upload the following: 1) a letter of intent addressing the above responsibilities and qualifications (highlighting evidence of currency in field); 2) a curriculum vitae/resume; and 3) contact information for three references. Questions can be addressed to: Dr. Leona Pallansch, Chair, Search Committee – Director, Office of Academic Research and Sponsored Projects, lpallansch@stmarytx.edu or 210-436-3204). Review of applications will begin on April 21 and will continue until a suitable candidate is identified. Any offer of employment will be contingent upon successful completion of a clear background check. St. Mary's University is an Equal Opportunity Employer.