

Associate Director of Sponsored Programs
& Institute Liaison

Are you looking for a new challenge and the opportunity to further develop your leadership skills? Appalachian State University seeks an individual with grant and contracts management experience to serve in the position of Associate Director of Sponsored Programs & Institute Liaison. Seated in Boone, NC in the beautiful Appalachian Mountains, Appalachian State University is the place to be if you enjoy forging a close working relationship with colleagues and with the project directors/investigators that you served! During those hours away from work, Mother Nature provides ample options to fill your spare time, and local artistic events and shops add more options for leisure enjoyment.....

This position provides direct support to Sponsored Programs, serving as the team leader in the absence of the director and providing a delegated authorized signature in the absence of the director. The associate director manages proposal submission workflow, providing final Contract Specialist review and approval for sponsored projects in the internal routing eRA system. This individual serves as the Sponsored Programs liaison to the campus institutes relative to proposals and extramurally funded project management. This individual manages a set of departmental assignments, guiding faculty and staff through the submission, award, and management of sponsored projects. Finally, this person manages Sponsored Programs' Web presence and serves as the Sponsored Programs Liaison to the Institutes.

Preferred candidates will have a baccalaureate degree from an accredited four-year institution; 3 or more years relevant experience working with federal, state, etc. funded programs and an established understanding of the Federal Acquisition Regulation, and the Code of Federal Regulation. Requirements for the position include strong computer skills and the ability to work independently, managing one's time effectively in a team environment. Effective written and oral communication skills are imperative.

This posting will close at 5 pm on June 19, 2018.

For more information, visit our Website at <https://orsp.appstate.edu/about/sponsored-programs>. You may also contact Ms. Charna Howson, Director of Sponsored Programs at howsonck@appstate.edu or call 828-262-7311 with your inquiries.

Access the full position description and apply on-line at:
<http://appstate.peopleadmin.com/postings/18869>

Appalachian State University is an Affirmative Action/Equal Opportunity Employer.

Come join us in the beautiful Appalachian Mountains!