

Director, Sponsored Programs and Research Compliance

Posting Details

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Position Title Director, Sponsored Programs and Research Compliance

External Link to Posting <http://jobs.uncw.edu/postings/17750>

Department Research Services - 31100

Vacancy Number E444

Position Number 8007

Location of Workplace Main UNCW Campus

Brief Summary of Work for this Position

Reporting to the Associate Provost for Research & Innovation, the Director of SPARC leads, mentors, trains, and manages a team of eleven sponsored research administration professionals. The SPARC staff is organized in three functional groups: pre-award specialists; post-award specialists, and a Financial Compliance Officer who reports to an Assistant Director for Agreements. The Assistant Director additionally has signatory authority for the university. As an experienced manager and subject-matter expert, the Director leads and manages the SPARC staff to facilitate, enhance, and grow sponsored programs across the university, while ensuring the effective, timely, and compliant management of university research and sponsored program awards.

The Director is called on by colleagues throughout campus as a trusted advisor and collaborator in sponsored research administration. They will be an integral component of growing and supporting UNCW research in partnership with faculty members and staff along with deans, department chairs, center directors, the Research Integrity Office, Office of Innovation and Commercialization, and the Center for Innovation and Commercialization.

Minimum Requirements

The successful candidate will have a Master's Degree along with at least seven to ten years of experience in sponsored research administration with a track record of successful, progressively responsible experience in academic sponsored programs administration, or a Bachelor's degree with extensive demonstrated experience and successful track record. They will be a strong manager, with significant experience leading, mentoring, training, supervising, and developing staff.

They will be skilled in organizing and conducting training and education workshops, and presentations on research administration, and will have excellent written and oral communication skills. The demonstrated ability to positively lead a diverse group of professionals is required, as is the demonstrated ability to work constructively, collaboratively, and diplomatically with many diverse individuals and groups both within and outside the university.

List the knowledge, skills, and abilities required to perform the essential functions of the position

The Director will have expert knowledge of relevant federal circulars, uniform guidance and regulations, competency in electronic research administration including electronic systems currently in use by federal and private agencies, and the ability to use and train others in these systems.

Preferred formal education, professional skills and work experience

CRA credentialing is preferred as is experience growing sponsored programs or leading organizational change.

Primary purpose of the division, department, and/or grant

The Office of Sponsored Programs and Research Compliance ("SPARC") is responsible for the pre- and post-award oversight of externally sponsored programs at UNCW. SPARC provides complete cradle-to-grave sponsored program administration and support including identifying funding sources, assisting faculty with proposal development, overseeing the responsible management of sponsored projects, and ensuring university compliance with contract/grant fiscal and regulatory requirements.

SPARC is responsible for ensuring the university remains in compliance with federal and state policies pertaining to research. The office accepts funds provided to the university and is accountable for the legal compliance with sponsor (federal, state, local and private sources) regulations and policies. SPARC is the contact point for federal and state audits, both fiscal and programmatic, on contracts and grants. Additionally, SPARC administers internal grant programs and the return of F&A to departments.

The office is designed to serve all faculty and staff needs for externally funded projects and programs.

College/School Information

University Information

The University of North Carolina at Wilmington (UNCW), the state's coastal university, is dedicated to learning through the integration of teaching and mentoring with research and service. A public institution with nearly 17,500 students, the university is known for its superb faculty and staff and powerful academic experience. UNCW offers an array of high-quality programs at the baccalaureate and master's levels; doctoral programs in educational leadership, marine biology, psychology and nursing practice; and many distance learning options, including clinical research, an accelerated RN-to-BSN program, and an Executive MBA program structured for working professionals.

Wilmington College, as the university was formerly known, was founded in 1947 by local leaders and citizens dedicated to providing higher educational opportunity to students in southeastern North Carolina, notably veterans returning home from World War II. UNCW is still recognized nationally as a military-friendly university and works closely with Marine Corps Base Camp Lejeune and Marine Corps Air Station New River to offer programs designed for military personnel and their families.

Under the leadership of Chancellor Sartarelli, UNCW is thoughtfully enacting the tenets of its strategic plan. The plan delineates the university's strategies for growth through 2021, and is founded on the values of excellence, integrity, diversity, innovation, and community engagement in the student-centered learning experience of the University of North Carolina Wilmington. Recently, a significant evolutionary milestone was realized in UNC's sustained growth and development. In December 2018, the Carnegie Classification of Institutions of Higher Education reclassified the University of North Carolina Wilmington as a "Doctoral University: High Research Activity," or what is colloquially known as an "R2" institution. Two criteria have driven this reclassification. In the census year, UNCW's Research Expenditures exceeded \$16 million, and they have exceeded \$5 million for more than a decade. That same year, UNCW awarded 22 research/scholarship doctoral degrees. The university recognizes its recategorization as an R2 university as not a fundamental shift in the nature of UNCW, but a recognition of who and what the institution is at this point, and its continued promise for the future.

UNCW is recognized for its community commitment and involvement, and is consistently recognized for academic excellence and affordability by publications like U.S. News & World Report and Kiplinger's Personal Finance. The university also enjoys a terrific location, as Wilmington is a dynamic and growing community and popular travel destination because of its waterfront, historic district, mild climate, and annual events such as the Azalea Festival and Wilmington Riverfest.

EEO Statement

At the University of North Carolina at Wilmington (UNCW), our culture reflects our values of inclusion, diversity, globalization, ethics and integrity and innovation and we are committed to providing equality of educational and employment opportunity for all persons without regard to race, sex (such as gender, gender identity, marital status, childbirth, and pregnancy), age, color, national origin (including ethnicity), religion, disability, sexual orientation, political affiliation, veteran status, military service member status, genetic information, or relationship to other university constituents – except where sex, age, or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for State funded employee benefit programs. UNCW believes that embracing the unique contributions of our faculty, staff and students is critical to our success and paramount in being recognized for our global mindset.

Applicant Instructions

Months Per Year 12 Months

Position Type Permanent

Anticipated Ending Date if Time-Limited Positions

Job Posting Date 03/10/2020

Priority Consideration Date 04/10/2020

Priority Consideration Information Priority consideration will be given to applications received by the Priority Date; however, applications will be accepted until the position is filled.

Address application documents to

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. List of 3 Professional References

Optional Documents

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you learn of this opportunity with UNC Wilmington (2019-2020)?
 - UNCW Website
 - UNCW Facebook Page
 - UNCW LinkedIn Page
 - UNCW Twitter Account
 - UNCW Employee Referral
 - Chronicle of Higher Education
 - Craigslist
 - Diverse Issues in Higher Education
 - Glassdoor
 - Higher Ed Jobs
 - Hispanic Outlook
 - Indeed
 - Inside Higher Ed
 - North Carolina Job Network
 - Women In Higher Education
 - Other