



The University of Nebraska at Omaha is seeking a Director in the Office of Research and Creative Activity

The Director of the Office Research and Creative Activity (ORCA) promotes and supports campus research and creative activity at all levels. This position will have experience in grants and post award administration, such as those routinely undertaken by the University of Nebraska at Omaha's sponsored projects. The Director will have knowledge of financial compliance and reporting. This position will supervise and provide direct support to members of the pre- and post-award team. This position will also serve as the signatory authority for proposal submissions and awards. The Director will coordinate communication between ORCA, Business and Finance, and administrative support at the unit level, including convening regular meetings. The Director will participate on the ORCA leadership and faculty advisory teams and will help to develop, refine, and implement institutional policies and procedures related to ORCA and relevant financial regulations impacting sponsored projects.

The Director also has responsibility for leading the development and maintenance of the ORCA manual, which will be a comprehensive guide for UNO researchers to help them navigate the process of submitting grants. They will also play a leading role in designing and administering campus-wide training events for administrative support staff, unit leaders, and interacting with project Principal Investigators to support research and creative activity, and to help faculty and staff to collaboratively solve problems that may surface in sponsored program contexts. This position will also assist with grants coordination, which involves customer-focused support to investigators in their pursuit of external funding for academic activity. They will adeptly and professionally represent UNO and will ensure institutional compliance with federal, state, and other applicable governing regulators concerning sponsored and non-sponsored research.

Required Qualifications:

- Bachelor's degree
- Five or more years of experience in the pre- and post-award support of grants and contracts.
- Broad-based knowledge of various government agency (NIH, NSF, DOD) and corporate/foundation sponsored program requirements and practices.
- Specialty knowledge/track record in research proposal development and awards.
- Supervisory Experience.
- May consider an equivalent combination of education and experience.

Salary Information: Commensurate with Qualifications

For more information please contact unoemployment@unomaha.edu

To apply, please visit: <http://unomaha.peopleadmin.com/postings/11157>

Initial application review will begin on 08/12/2020. Applications received prior to this date will be considered. Applications received after the review date may be considered.

All interested parties must apply through the UNO Website listed in the ad. Materials submitted directly to this site will not be considered.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. UNO is a VEVRAA Federal Contractor and an E-Verify employer.