

**Title:** Director, Office of Sponsored Projects Administration  
**Deadline to Apply:** 09/18/2020 or until filled  
**Job Category:** Administrative/Professional  
**Department:** Office of Sponsored Projects Administration  
**College:** Vice Chancellor for Research

**Position Summary:** The Director of the Office of Sponsored Projects Administration (OSPA) has the primary function of leading the OSPA, which has the mission of facilitating, supporting and advancing externally sponsored activities on the SIUC campus. These activities include a variety of research, research training, and scholarly and creative endeavors. This role includes providing regulatory oversight, interpreting and explaining federal, state and university regulations, responding to external questions, developing policies and procedures and supervising several distinctly different departments. The Director acts as the university's authorized official and has signature authority for proposal submission, sponsored grants and contracts and fiscal billings/reporting.

**Duties and Responsibilities:**

The Director of OSPA reports directly to the Vice Chancellor for Research. The Director supervises a staff of 14: 9 Civil Service and 5 Administrative Professionals (AP).

The Director's primary role is to lead the OSPA, which has the mission of facilitating, supporting and advancing sponsored activities of the faculty, staff and students of SIUC. These activities include a variety of research, research training and scholarly and creative endeavors. The Director is the university's signature authority (Institutional Official) for sponsored grants and contracts for federal, state, for profit, non-profit organizations and both central and project financial accounting.

The OSPA is responsible for all university sponsored (external) project activities, including all centrally-administered proposal development and submissions (pre-award), grant administration (post-award) and fiscal administration (grant and contract accounting). The OSPA has the obligation to assure compliance with state and federal rules and regulations governing research and to foster and uphold the highest ethical standards for that research. Research compliance such as IACUC, IRB, or FOCI are managed by the Department of Research Compliance (RC).

The OSPA's role is to develop and revise internal policies to facilitate preliminary reviews and provide information to the RC. The OSPA promotes communication of the results of campus research and scholarly activity and facilitates the advancement of expansion of the SIUC research enterprise. These activities involve updating and maintaining the OSPA website and various databases and working closely with the Principal Investigators.

**Minimum Qualifications:**

1. Must have a Master's degree, Ph.D preferred.
2. At least five years of research-administration experience at a US research university to include pre/post awards compliance, financial and supervisory experience.
3. Knowledge of federal regulations and grant and contract policies of major federal, state and non-profit funding agencies.
4. Ability to interact with diverse constituents and work as part of a team.

**Preferred Qualifications:** Extensive experience with federal financial requirements including the single audit, uniform guidance requirements and other financial regulations.

**Application Procedure:** Visit <https://jobs.siu.edu/> to apply.

Review of applications will begin **September 18, 2020** and continue until the position is filled.

**Contact for further information:** Nancy Smith

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