



Director, Office of Research and Sponsored Program— California Northstate University College of Medicine, Elk Grove, California, USA

Title: Director of Research and Sponsored Programs
Classification: Administrative Role
Supervisor: Catherine Yang (VP of Academic Affairs)
Education: Master's Degree
Experience: Four to six years of related experience

Obligations of the Director of Research and Sponsored Programs:

The information provided below is a general description of the Director's responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

Responsibilities:

1. Work with campus community to identify funding opportunities to secure awards from public and private extramural sources to advance faculty scholarship, student success and institutional initiatives
2. Assist in reviewing and submitting extramural grant applications for CNU faculties
3. Ensure proposals are well-executed and in compliance with the policies, procedures and requirements of sponsoring agencies, university policies, state and federal laws and regulations
4. Operate as the official institutional signatory on all sponsored proposal submissions, progress reports, prior approval requests, and other official actions
5. Provide oversight of budgetary planning and implementation from proposal budget development to post award budget management. Review and approve forward funding requests. Educate faculty/staff in monitoring of award budget and expenditure reports. Hiring of project personnel, purchasing, subcontracting, cost sharing and compliance



6. Facilitate the processing for legal review and account set up for all grant awards, contracts, subcontracts, and other award instruments
7. Deliver high quality faculty-focused grants management services
8. Act as a central resource hub for issues that occur throughout the life cycle of an award
9. Interface with the VP Academic Affairs for Faculty and Administration, Vice President for Finance and Administration, Human Resources Director, Research and Education Foundations, Departments (Legal, HR, Grants & Contracts, Finance) regarding sponsored project related development, oversight, compliance, finance, and other administrative issues
10. As assigned and as sponsored research develops on the campus

Qualities:

- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence
- Expert experience of various government agency and corporate sponsored program requirements and practices
- Knowledge and experience of the research regulatory environment and the requirements for compliance
- Knowledge and experience of key office technology and expert knowledge of software for tracking sponsored programs
- **Knowledge about legal requirements and ability to learn and to fully represent institutional policy about human subject research, laboratory animal protocols, and bio-safety procedures**
- **Ability to relate to college mission and funding goals and opportunities**
- **Demonstrated commitments to diversity and inclusion**
- **Outstanding ability to communicate effectively to diverse constituencies**
- Ability to communicate complex extramural funding related concepts to professional college staff, college officials, RF administrators, and others
- Skill in negotiating contract and budget modifications

Criteria for Appointment:

- Outstanding scholarly and professional achievement.



- Proven leadership ability to develop and nurture outstanding academic and/or clinical programs, including interdisciplinary initiatives.
- Support, adhere, manage the resources utilization of the department, including faculty and staff, and budget in accord with University policies and procedures.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until positions are filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7400.