

## Associate Director of Sponsored Programs

New challenges and the opportunity to further develop your leadership skills await at Appalachian State University. We are seeking an experienced research administrator for the position of Associate Director of Sponsored Programs (SP). Nested in the beautiful Appalachian Mountains, Appalachian State University is the place to be if you enjoy forging a close working relationship with colleagues and project directors/investigators that you serve! Nature provides many options to fill your spare time, and local artists, events and shops add to your leisure options for enjoyment.....

The Associate Director provides direct support to the Sponsored Programs team, providing leadership in team management of proposal preparation, internal routing and review. The individual will manage a personal set of departmental assignments and provide/manage backup support to all other grant managers. This individual provides the final internal approval of outgoing proposal submissions, leads the SP team in the absence of the director and performs other duties as assigned.

### Required Qualifications

- A Bachelor's degree from an accredited institution
- 5 or more years of relevant experience with federal, state, private and corporate sponsors
- An established understanding of Uniform Guidance/CFR
- Strong interpersonal skills
- Strong computer skills and the ability to work independently
- Effective written and oral communication skills

### Preferred Qualifications

- A master's degree from an accredited four-year institution
- Experience with electronic administration systems

This posting will remain open until filled. Salary will be commensurate with experience.

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](mailto:howsonck@appstate.edu) or call 828-262-7311 with your inquiries.

Access the full position description and apply on-line at:

<https://appstate.peopleadmin.com/postings/31910>

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

Come join us; the mountains are calling!