



Application instructions are located at the bottom of the page. Please apply directly through the University of Montana's career portal UM Jobs at <https://umjobs.silkroad.com/> for positions at the University of Montana – Missoula, University of Montana Western (Dillon), and Helena College. Do not apply through Indeed.com or use easy apply through Indeed.com.*

The **Office of Sponsored Programs (OSP)** invites applications for a **Director of OSP** to join their team. This position directs all phases of the lifecycle operation of the Office of Sponsored Programs (OSP), including internal operations, sponsored activity development, and grants and contracts administration. Defines roles and responsibilities of OSP staff to maximize effectiveness and ensure a high level of service to faculty and staff. Hires and supervises staff within the Office of Sponsored Programs, and oversees proposal development activities, pre- and post-award administration, fiscal management of restricted funds, and sub-recipient monitoring.

The Director advises University of Montana officials and faculty on trends and policies affecting sponsored research funding and administration. Develops short- and long-range projections of sponsored programs' revenues to establish University goals. Ensures that goals and objectives for the office and University are communicated and achieved. Consults with and advise the vice president of ORCS in matters concerning sponsored activities as appropriate. Additionally, collaborate with others to design and implement faculty orientation and development programs to enhance research and grant seeking and project fiscal administration, and to develop federal, state, local, corporate, and foundation funding linkages. Assists faculty in identifying and securing grant support to maximize sponsored research funding from governmental and private agencies, and in proposal preparation, review, and follow-up.

This role interprets, implements, and monitors federal, state, local, commercial, and non-federal agency policies and regulations governing the management of grants and contracts. Serves as the University's representative to sponsoring agencies in matters relating to preparation, coordination, and supervision of sponsored activities, operating budgets, and research personnel management. Serves as the primary OSP contact for audit issues and, when necessary, as a liaison to the UM Foundation to coordinate proposal submission.

The incumbent must develop and implement policies and procedures related to the operation of the office, submission of proposals to sponsoring agencies, negotiation of awards, and the conduct of sponsored activities at the University of Montana. Also, review, approve, and sign proposals on behalf of the University as an Authorized Organizational Representative. Negotiates terms of grant awards and contracts, including facilities and administrative (F&A) cost recovery, with sponsoring agencies. Conducts contract/grant analysis and assists University administration in settlement of disputes and establishment of corrective policies and procedures.

The Director also oversees electronic research administration initiatives and the development of grant and contract information management systems, including computerized pre- and post-award proposal databases, network systems, and internal fiscal management systems. Prepares reports and other documents regarding sponsored activities as required by sponsoring agencies and the University.

MAJOR AREAS OF RESPONSIBILITY:

- Leads the Office of Sponsored Programs (OSP), within the Office of Research and Creative Scholarship (ORCS).
- Oversees lifecycle functions: pre-award development and administration activities, post-award administration, sub-recipient monitoring, and fiscal management
- Knowledge of institutional research compliance activities (human research participants, care and use of animals in research and instruction, conflict of interest, misconduct)
- Policy and procedures development and implementation
- Knowledge of federal regulations, including cost accounting standards
- Oversees electronic research administration initiatives
- University signatory authority as Authorized Organizational Representative (AOR)
- Personnel administration

The University of Montana is an Affirmative Action/Equal Opportunity employer and has a strong institutional commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of qualified people who would assist the University in demonstrating its five **priorities for action**: Place student success at the center of all we do; drive excellence and innovation in teaching, learning, and research; embody the principle of "mission first, people always"; partner with place; and proudly tell the UM story.

Position Details

- Position is full-time, 1.0 FTE, MUS Contract and includes a comprehensive and competitive benefits package including an Insurance package, mandatory retirement plan, partial tuition waiver, and wellness program
- Salary for this position is \$90,000 - \$130,000 per year commensurate with qualifications

Minimum Requirements

- Bachelor's degree in research administration, public administration, business, a research discipline, or other appropriate fields
- Minimum of five years of progressively responsible experience in research and sponsored activities in a university or research institute environment
- Significant experience in a university or research institute environment with extensive knowledge of multiple sponsors, grant and contract regulations, policies and procedures, guidelines, pertinent laws, and program funding policies
- Considerable knowledge of principles and practices of public and business administration, and government accounting and budgeting practices
- Superior negotiation skills
- Demonstrated leadership ability in facilitating faculty and staff participation in sponsored activities
- Ability to analyze situations quickly and accurately and formulate effective courses of action
- Ability to establish and maintain effective relationships with administrators, faculty, principal investigators, public officials, and sponsoring agency representatives
- Excellent communication and presentation skills
- A high degree of independence, discretion, and professionalism in the performance of many complex and critical functions in a fast-paced environment

Preferred Qualifications

- Master's degree in research administration, public administration, business, a research discipline, or other appropriate fields

About OSP and UM

OSP administers institutional external funding (contracts, grants, cooperative agreements, etc.) and ensures that such sponsored projects comply with internal controls and applicable policies and regulations. Responsible for the lifecycle of sponsored programs, OSP activities include proposal development, proposal submission, award negotiation, and award management and closeout, as well as mitigation of audit risk.

The University of Montana is a unit of the Montana University System with over 10,000 students. It is located in Missoula, a culturally vibrant community of about 72,000, surrounded by mountain grandeur which was recently ranked in the "top 20 best college towns with a population of less than 250,000" by the American Institute for Economic Research and ranked 9th in Outside Magazine's "The 16 Greatest Places to Live in America" in 2014. Many national publications recognize Missoula for its high quality of life. Abundant recreational opportunities in surrounding state and national forests and nearby Glacier National Park and Yellowstone National Park complement a thriving intellectual atmosphere. The University of Montana offers eligible employees a generous benefits package that positively separates UM from other local employers and offers many programs and policies to support work-life balance for its employees.

To learn more about the University of Montana, Missoula, and the State of Montana, please visit the links below.

- [University of Montana](#)
 - Video: [UM Lifestyles](#)
 - [University Highlights](#)

Criminal Background Investigation is required prior to the Offer of Employment In accordance with University regulations, finalists for this position will be subject to criminal background investigations. **ADA/EOE/AA/Veteran's Preference** Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law. **References:** References not listed on the application materials may be contacted; notice may be provided to the applicant. **Testing:** Individual hiring departments at UM may elect to administer pre-employment tests, which are relevant to essential job functions. **Employment Eligibility:** All New Employees must be eligible and show employment eligibility verification by the first date of employment at UM, as legally required (e.g., Form I-9).

How to Apply

Priority Application Date: Sunday, January 29, 2023 by 11:59 PM (Mountain Time)

Complete applications received by the 'Priority Application Date' will be guaranteed consideration. The position will remain open until filled. Candidates are required to submit the following materials online via the UM Jobs website directly to ensure your complete application is received.

A complete application includes:

1. **Letter of Interest** – addressing your qualifications and experience related to the stated required skills for the position. A general letter salutation such as "Dear Search Committee" or "Dear Hiring Manager" is acceptable
2. **Detailed Resume** – listing education and describing work experience
3. **Professional References** – names and contact information for three (3) professional references

Job Location

Missoula, Montana, United States

Position Type

Full-Time/Regular