

Summary Of Job Duties

Reporting to the Executive Director of the Office of Sponsored Programs, the **Director of Post-Award, Office of Sponsored Programs** leads the financial and non-financial post-award activities that support the priorities and strategic objectives of the Division of Research and Innovation. This position will engage and collaborate with relevant stakeholders including Deans, faculty, and departments as well as other OSP leaders and will be responsible for the development and streamlining of business processes and system changes that improve the effectiveness, efficiency, education, and customer service of post-award grant management for the Office of Sponsored Programs. It is expected that this position will partner with other stakeholders within OSP and Departmental Business Offices to promote and drive change management to develop consistent and efficient business processes that are both standardized and service-focused. This is a newly created role at the University of Arkansas and the individual selected will have an opportunity to help design the job and its long-term impacts on the institution.

Essential Duties and Responsibilities:

- * Provides leadership, planning, and operational management/oversight for sponsored program post-award administration, including the Award Management and Research Accounting teams.
- * Aggressively pursues process simplification and partners with other members of the Office of Sponsored Programs leadership team to improve systems leading to better, more standardized research administration practices at UARK.
- * Directly oversees supervision of staff involved with the administration of grants and contracts, including 1 Associate Director – Research Accounting and 2 team leads for Award Management.
- * Provides direction and oversight of professional staff with responsibility for personnel decisions including hiring, firing, evaluation, training, and promotion; determines priorities and work assignments.
- * Develops staff to support University priorities and to better establish Office of Sponsored Programs as a Center of Excellence in providing research administration guidance and services.
- * Leads teams to facilitate research and provide proper stewardship of sponsored funds.
- * Oversees post-award team compliance to meet uniform guidance, sponsor, and university requirements.
- * Manages, plans, and evaluates unit operations, actions, and responsibilities to ensure compliance with all relevant federal and state laws and University and sponsor policies and regulations.
- * Leads and serves as the point of contact with external and internal auditors and sponsors as needed.
- * Develops, implements, evaluates and/or revises Post-Award policies and procedures, and collaborates with other directors and university offices in the development of research administration policies and procedures.

- * Oversees sponsored program accounts receivable functions to include billing and reporting and facilitates collaboration with finance and cash management regarding the collections of sponsored billings.
- * Establishes operating procedures to increase consistent practices and achieve a reputation of standardized, client-facing, excellent service to UARK investigators and staff.
- * Promotes research administration education and training for post-award activities for UARK staff and investigators.
- * Respond to questions and resolves problems related to sponsored program award administration, fiscal, and other grant management issues. Solves difficult and complex post-award problems.
- * Signs financial reporting and other activities (as needed) as an authorized signatory of the University.
- * Provides authoritative support in interpretation and implementation of sponsor requirements.
- * Keeps abreast of current issues in research administration through participation in national associations on behalf of UARK, such as FDP, and professional associations such as NCURA, SRA, COGR, and effectively communicates expected changes or new requirements with University investigators and staff.
- * Works in partnership with other Operational Units (i.e. Research Advancement, Office of Research Integrity and Compliance, Office of General Counsel, etc.) in support of the University's mission to establish, maintain, and grow research partnerships with funding agencies/organizations (public and private) and businesses/corporations within the state and around the world.
- * Perform other duties as assigned consistent with the knowledge, skills, and abilities required for the job.

Regular, reliable, and non-disruptive attendance is an essential job duty, as is the ability to create and maintain collegial, harmonious working relationships with others.

Minimum Qualifications:

A bachelor's degree in Finance, Accounting, or related field from an accredited institution of higher education

At least seven years of progressively responsible experience in research administration, preferable in a public or university environment with a proven record of advanced skill

Knowledge of federal regulations, sponsor guidelines, and the Federal Office of Management and Budget Uniform Guidance (2 C.F.R. Part 200) as they relate to sponsored program activity.

Proven record of progressive leadership and coaching professional and other staff. Strong ability to recruit, mentor, supervise and evaluate staff at a variety of levels.

Ability to work across units to develop policies and procedures and to solicit feedback for the improvement of operations.

Ability to research and assist with the resolution of highly complex issues with legal, fiscal, and ethical/compliance implications.

Demonstrated ability to develop and prioritize unit long and short-term plans, goals, and objectives, and independently implement and monitor them for achievement.

Excellent oral and written communication and interpersonal skills, with a demonstrated ability to work collaboratively within a team and between teams as well as constituents external to the Office of Research and Innovation

Considerable critical thinking, problem solving crisis management, and decision-making abilities.

Excellent computer skills that include a good working knowledge of University ERP financial systems (Workday) and research administration systems

Preferred Qualifications:

MBA preferred from an accredited institution of higher education

Certified Research Administrator (CRA) preferred

Certified Public Accountant (CPA) preferred

Workday experience strongly preferred

Direct work experience in a university or college setting

Knowledge, Skills, and Abilities (KSAs):

Strong written and oral communication skills

Project management skills and expertise in leading a team and supervising others

Proficient with Microsoft Office suite, especially Excel and PowerPoint, and Adobe Acrobat

Well-developed interpersonal and customer service skills

Ability to solve complex issues