

# Assistant Director, Post Award Management

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## Position Information

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### General Information

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| <b>Position Number</b>                                       | 000177  |
| <b>Vacancy Open to</b>                                       | All Candidates  |
| <b>Working Title</b>   | Assistant Director, Post Award Management   |
| <b>Position Designation</b>                                  | EHRA Non-Faculty  |
| <b>Employment Type</b>                                       | Permanent - Full-time   |
| <b>Months per Year</b>                                       | 12  |
| <b>Work Schedule</b>   | 8:00 am – 5:00 pm: Monday – Friday  |
| <b>Hours per week</b>  | 40+ Exempt  |
| <b>FLSA Status</b>   | Exempt  |
| <b>Division</b>  | Research  |
| <b>Department</b>  | Div of Research (Adm)   |
| <b>Work Location</b>   | RemoteRemote - candidate to either reside or be willing to relocate to North Carolina and live within a 100 miles of the campus in Charlotte NC   |
| <b>Salary Range</b>  | \$70,200 - \$72,885   |
| <b>Primary Purpose of Department</b>                         | The Office of Grants and Contracts Administration (GCA) is responsible for coordinating the legal administration of contracts, grants, and financial management of all sponsored funds awarded to UNC Charlotte.  |
| <b>Primary Purpose of Position</b>                           | Manage day-to-day GCA operations and serve as the acting Director of post-award matters in the absence of the Director. This position advises and assists faculty and department staff; ensures compliance with appropriate federal agencies, state, and university regulations, policies, and procedures; and administers sponsored projects for fiscal and programmatic compliance.   |
| <b>Summary of Position Responsibilities</b>                  | <ul style="list-style-type: none"> <li>• Manage day-to-day post-award operations for GCA; lead post-award functions, support, and guide post-award staff, and support researchers in the management of grants and contracts sponsored by government and industry.</li> <li>• Oversee two (2) direct post-award positions, training staff on processes, procedures, and guidance.</li> <li>• Oversee the administration of grant awards in the Banner Finance system and other University systems; support function and work together with other units across campus that are impacted by research sponsored awards.</li> <li>• May perform a range of other duties within the University, as needed, but are distinguished by their expertise in compliance and grants administration.</li> </ul> |
| <b>Minimum Education/Experience</b>                          | Masters of Business Administration, Finance, or Accounting and 5-7 years of experience; Bachelor of Business Administration, Finance, or Accounting with 7-10 years of experience.  |
| <b>Preferred Education, Knowledge, Skills and Experience</b> | <ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills.</li> </ul>  |

- Exemplary verbal and written communication skills, including the ability to interact effectively with professionals.
- Excellent analytical and problem-solving skills.
- Strong organizational skills and excellent time management skills.
- Detail oriented, attention to detail with a high degree of accuracy.
- Possess a high degree of initiative and the ability to work independently.
- Ability to prioritize and work independently.
- Proficient computer skills, including MS Excel, Word, and other database applications.

#### Necessary Certifications/Licenses

#### Preferred Certifications/Licenses

Certified Research Administrator (CRA)

#### Special Notes to Applicants

UNC Charlotte Benefits Information: <https://hr.charlotte.edu/benefits>

The finalist may be subject to a criminal background check and/or motor vehicle report.

- The Search Committee will not contact references without first verifying permission with the **finalist**.

Please ensure your full range of knowledge, skills, abilities, experience, and education are listed on your resume.

- Please ensure your resume reflects the knowledge, skills, abilities, and experiences to support your answers to the supplemental questions.
- Please submit a resume and cover letter with your application.

These documents will be used to evaluate your written communication skills as well as supporting documents of your knowledge, skills, abilities, education, and professional experience.

This is a fully remote position (with occasional appearances on campus) that will require the candidate to either reside or be willing to relocate to North Carolina and live within a 100 miles of the campus in Charlotte NC.

#### Posting Open Date

04/12/2024

#### Posting Close Date

#### Open Until Filled

Yes

#### Proposed Hire Date

05/20/2024

#### If time-limited please indicate appointment end date

#### Contact Information

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## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?
  - UNC Charlotte Website
  - HERC Job Board
  - Inside Higher Education
  - Circa (formerly known as Local JobNetwork)
  - Another Website
  - Agency Referral
  - Advertisement/Publication
  - Personal Referral
  - Other

2. Where did you learn about this posting?

(Open Ended Question)

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## Applicant Documents

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### Required Documents

1. Resume / Curriculum Vitae
2. Cover Letter / Letter of Interest

### Optional Documents

1. Contact Information for References