

WANTED: UNIVERSITY RESEARCH PROFESSIONALS



North Carolina Agricultural and Technical State University is a fast-growing doctoral, land-grant, historically Black university with a rapidly expanding research enterprise that has earned \$250 million in research and sponsored program grants over the past two years.

All that growth means we need more outstanding professionals to join our team in the North Carolina A&T Division of Research. We invite your application for any of the seven positions below – click on the position’s title for complete details and link to apply online:

Asst. Vice Chancellor for Research Administration

Under the Vice Chancellor’s direction, the Assistant Vice Chancellor provides oversight and management to two key units the Office of Sponsored Programs and the Office of Contracts and Grants. The Assistant Vice Chancellor is a key leadership position within the institution’s research administration structure.

Director of Contracts/Grants

This administrative-level professional is responsible for all research-related post-award grant and contract activities including post-award financial and non-financial actions, as well as post-award financial reporting. The director reports directly to the Vice Chancellor for Research.

Associate Director of Contracts and Grants

Under the general supervision of the Director of Contracts and Grants, the Associate Director is responsible for day-to-day operations management and staff supervision for financial post award activities, including daily administration of all award mechanisms through oversight of the Data Management, Pre- and Post-Audit, Award Management and Financial Reporting and Cash Management teams.

Program Specialist

The Program Specialist will serve as a direct support research administrative person, tracking and evaluating seminars, workshops, annual reports, periodic project reports, program evaluations, proposal development and award management.

Compliance Officer - Export Controls

The Compliance Officer is responsible for ensuring compliance with all applicable export control regulations, including but not limited to those established by the U.S. Department of Commerce, U.S. Department of State and U.S. Department of Treasury.

Grant Administrator (Two Positions)

Grant Administrators support sponsored research activities by managing preparation and submission of proposals to funding agencies and providing administrative and budget development for sponsored projects. Responsibilities include independently negotiating non-standard agreements (e.g. private, federal contracts) that protect the interests of the university and its faculty, as well as providing institutional approval on contractual matters.

Program Manager

This leader will oversee and coordinate TraCS and CTSA activities. That will include working with TraCS and CTSA leadership to set strategic priorities and overseeing administrative and financial management of the TraCS subcontract.



**NORTH CAROLINA
AGRICULTURAL AND TECHNICAL
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