



JOBS

Job Description

Director, Sponsored Programs Administration - (240001FF)

University of Maryland, Baltimore (UMB) is seeking a Director of Sponsored Program Administration to join the Office of Research and Development's Sponsored Program Administration (SPA) department. This position will oversee the contracts and grants teams of the SPA department. The Sponsored Programs Administration (SPA) oversees and leads pre-award and non-financial post-award administration to investigators and departmental administrators for the University of Maryland, Baltimore. SPA facilitates the review and submission of all sponsored project proposals and assists departmental administrators when contracts and grants are awarded to UMB investigators.

BENEFITS (Exempt Regular):

UMB offers a comprehensive [benefits package](#) that prioritizes wellness, work/life balance, and professional development, along with additional exciting [perks](#) that employees can take advantage of. This position participates in a retirement program (pension or optional retirement plan/ORP) that must be selected and is effective on your date of hire. Exempt regular staff receive a generous PAID leave package that includes over 4 weeks of vacation accrued each year, 15 paid holidays, 3 personal leave, unlimited accrual of sick time, and comprehensive health insurance; professional learning and development programs; tuition remission for employees and their dependents at any University System of Maryland school; and flexible work schedules and teleworking options (if applicable per job).

UMB is a public university and constituent institution of the University System of Maryland. All employees are expected to work primarily physically within the State of Maryland.

ESSENTIAL DUTIES

- Provide leadership and oversight to Sponsored Program Administration team.
- Partner with other leaders within the Office of Research and Development to administer approved research administration practices throughout the organization ensuring that proposals to external sponsors and awards from external sponsors accurately reflect the condition of the University and provide reliable information necessary to control operations.
- With the Associate Vice President, Sponsored Programs Administration, provide expertise in the planning, organization, and management analysis for all aspects of pre-award and non-financial post award sponsored programs administration.
- Direct and develop areas for work process improvements in order to meet sponsor expectations and reporting requirements.
- Serve as the principal contact person on matters relating to pre-award and non-financial post award research administration.
- Partner with Administration and Finance, Sponsored Projects Accounting & Compliance Office and organizations within the schools to improve processes and relationships. Direct the identification and development of areas of opportunity for work process improvements.
- Effectively communicate federal and non-profit requirements for non-financial post-award action items; draft and respond to complex and varied post-award financial or administrative requests. Develop and implement protocols for post-award administrative requests. Apply expert knowledge of sponsor cost principles.
- Oversee Sponsored Program Administration required external reporting.
- Oversee the development and implementation of campus training and work with the Associate Vice President, Director, Research Policy & Training, and the Training and Development Specialist and subject matter experts from Sponsored Projects Accounting & Compliance, departments, and other central offices to inform the process and training modules.
- Develop and implement campus level policy and business practices for Sponsored Programs Administration.
- Evaluate office systems and procedures on an on-going basis. With approval of AVP, Sponsored Program Administration and other leadership, as needed, develop and implement new internal policies and/or procedures as required by changes in university policies/procedures, computer technology, data management, and campus, University System of Maryland, state, and federal goals.
- Perform other duties as assigned.

Qualifications

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Accounting, Business Administration, Finance, or related field. (Master's degree and additional certification is preferred and can be used to substitute for relevant experience)

Experience: Eight (8) years of related experience years spent progressively building a background in the sponsored project, post-award, cost, or compliance accounting functions.

Supervisory Experience: Four (4) years of direct management involved in recruitment, training and professional development of staff and directly responsible for the performance

of staff.

Other: Financial disclosure reporting required by State of Maryland Ethics Committee.

KNOWLEDGE, SKILLS, ABILITIES

Thorough knowledge of position requirements. Thorough knowledge of all applicable requirements, regulations, and laws. Skill in effective use of applicable technology/systems. Ability to effectively communicate both verbal and written thoughts, ideas, and facts. Ability to support a mission and strategic vision. Instructional, training, and teambuilding skills to strengthen and cultivate relationships. Skill in consultation and change management. Ability to demonstrate, understand, apply, and adhere to the UMB Core Values of Respect and Integrity, Well-being and Sustainability, Equity and Justice, and Innovation and Discovery.

HIRING RANGE: \$128,000 - \$170,000 per year (Commensurate with education and experience)

UMB is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or policy. For assistance related to employment, please contact the Staffing department at HRJobs@umaryland.edu.

If you anticipate needing a reasonable accommodation for a disability under the Americans With Disabilities Act (ADA), during any part of the employment process, please submit a [UMB Job Applicant Accommodation Request](#). You may also contact HRDiversity@umaryland.edu. Please note that only inquiries concerning an ADA request for reasonable accommodation will be responded to from this email address.

The University of Maryland, Baltimore prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. For more information, follow this link [UMB Notice of Non-Discrimination](#).

Job Reg or CII Exempt Staff - E1484H

Employee Class : Exempt Regular

Full Time/Part Time: Full-Time

Shift Day Job

Financial Disclosure: Yes

Organization Research and Development - Sponsored Programs Administration

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620 W. Lexington Street
3rd Floor
Baltimore, MD 21201

Director, Sponsored Programs Administration

Minorities, women, protected veterans and individuals with disabilities are encouraged to apply.

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