CLARK ATLANTA UNIVERSITY
Job Description

Position Title: Director of Sponsored Programs
Department: Office of Sponsored Programs
Reports To: Vice President Research, Sponsored Programs and Community Outreach

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Director of Sponsored Programs (SP), reports to the Vice President of Research, Sponsored Programs and Community Outreach and is responsible for the management and administration of pre-award and non-accounting post-award services provided by sponsored programs. Responsibilities include management of the sponsored programs staff; building and maintaining positive relations with customers; the development and delivery of training initiatives; conducting policy and procedure review and optimization; developing and disseminating contract-related information; and functioning as an integral part of the sponsored programs management team. This position serves as a resource for interpreting, communicating and enforcing University and sponsor policies, as well as federal and state regulations related to research administration issues.

Examples of Duties and Responsibilities:

Responsible for reviewing new or proposed changes in extramural sponsor policies and advise VPR of the potential impacts of such new or proposed changes. Make recommendations to the VPR for changes to CAU policies and procedures to help ensure that they add value to the CAU research enterprise. Develop (or revise), document and implement internal sponsored policies, procedures and practices. Inform VPR and the University community of changes in federal regulations, laws, or state statues regarding the solicitation, management or administration of contracts.

Establish and maintain effective productive working relationships University-wide, especially with offices or units with responsibilities that impact the solicitation, acceptance and administration of grants and contracts.

Work closely with the VPR in formulating guidelines for institutional awards that support creative research activities, encourage university applications for such awards, and oversee process of selecting awardees based on the merits of the proposal. Participate in the implementation of processes and electronic systems such as Grants.gov, eRA Commons, and FastLane, supporting sponsored program activities. Responsible for carrying out special projects and other duties as assigned by the Vice President for Research, Sponsored Programs, and Community Outreach.
Knowledge, Skills and Abilities:

Excellent management and leadership skills to manage and supervise professional level staff including team building, mentoring and coaching.

Significant experience in research administration in a university setting; knowledge of and ability to interpret, explain and apply internal and external regulations and policies governing sponsored research.

Excellent verbal and written communication, analytical, collaboration, negotiation, and decision-making skills.

Extensive knowledge of and ability to explain and apply a wide range of concepts related to research administration including generally accepted award administration practices, appropriate costing practices, and generally accepted accounting practices.

Experience in program/project management.

Proficient knowledge and understanding of related OMB circulars, including but not limited to, A-133, A-21, and A-110, federal cost accounting standards, federal and state agency policies and regulations, Federal Acquisition

Minimum Hiring Standards:

<table>
<thead>
<tr>
<th>Education</th>
<th>Master's degree with 5 years of grant management and administration or related experience (which includes management experience), or a Bachelor's degree with an equivalent combination of training and 10 years of grant management and administration or related experience (which includes management experience)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Experience</td>
<td>5-10 years of grant management and administration or related experience</td>
</tr>
<tr>
<td>Years of Management/Supervisor Experience</td>
<td>5-10 years of Management experience</td>
</tr>
</tbody>
</table>

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer