### Job Description

**Position Title:** Assistant Vice President  
**Department:** Research and Sponsored Programs  
**Reports To:** Vice President of Research and Sponsored Programs

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*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 Assistant Vice President for Research, Sponsored Programs (AVPR) is responsible for working closely with the Vice President for Research, Sponsored Programs and Dual Degree Engineering (VPR) in managing the Clark Atlanta University (CAU) Division of Research, Sponsored Programs. Reporting to the Vice President for Research, Sponsored Programs and Dual Degree Engineering, AVPR will be responsible for leading and managing strategic research advancement, communication of research and research opportunities, enhancement of collaboration/team science, and proposal support functions. The AVPR will assist CAU’s faculty and staff in their efforts to secure and fulfill extramurally funded sponsored programs by supporting pre-award and post-award administration. The position ensures compliance with federal, state and local laws, policies, procedures, federal OMB Circulars, Uniform Guidance, and sponsor-specific guidelines in the negotiation and execution of grant awards and contracts for extramurally funded research projects. CAU is seeking a leader who can continue the Office of Research & Sponsored Programs’ development as a best in class, high performing, customer centric team that aligns with the goals and objectives of the institution.

The AVPR will identify opportunities for significant research initiatives, highlight major funding opportunities as appropriate to the various fields (e.g., research centers of excellence, research clusters, training grants, program projects, challenge grants, etc.), coordinate the preparation of highly competitive proposals to federal and state agencies, private foundations, and business entities; and assist with site visits by funding agencies.

### Examples of Duties and Responsibilities:

- Leads the RSP organization responsible for assisting CAU’s faculty and staff in their efforts to secure and fulfill extramurally sponsored programs by performing pre-award and non-financial post-award administration, including reviewing grant proposals and negotiating contracts for federal, industry and nonprofit sponsors.
- Directs department operations and leads in the design of department policies and procedures. In coordination with departmental leadership, plans and coordinates goals and objectives to ensure integration of workflow.
- Monitors workload distribution and raises any concerns to the Vice President.
- Provide guidance to team members, as appropriate.
- Coordinate with Vice President regarding pre-award and post-award activities, issue resolution, and workload distribution.
- Work to coordinate inter-team meetings to facilitate collaboration between the pre-award and post-award teams, as necessary and appropriate.
- Manage the day-to-day operations and objectives in support of the awards portfolio.
- Contributes information and ideas related to areas of responsibility as part of a cross-functional team.
- Ensure effective and efficient workflow and adherence to quality standards for staff/program and self.
- Perform activities including, but not limited to, assisting faculty/PI in the development, preparation, submission of grant and contract proposals and assist faculty/PI with the successful management of awards.
- Ensure all applications meet agency and university guidelines and published time tables and deadlines, including management of the Just-In-Time process.
- Confer with PI and pre-award support staff at collaborating institutions to secure necessary sub-awards documents for proposals.
- Assist the PI in the development of budgets and budget justification which includes proofing the budget for inconsistencies and ensuring accuracy.
- Reviews budgets for consistency with sponsor, monitors compliance with agency and University regulations regarding submission; verifies all financial information to include application of the appropriate overhead rate for the project.
- Post-award activities include regular review, reconciliation, and projection of award finances, preparing adjustments and corrections to award budgets, preparing financial reports, and at the end of the award, ensuring all financial requirements have been met and closing out the award.
- Interacts regularly and provides high quality customer service to faculty members conducting sponsored research.
- Ensure adherence to quality standards and all policies and award regulations.
- Upon award acceptance, work with PI and Finance with account establishment parameters, including billing and reporting requirements, budget, and cost sharing obligations.
- Review award information to PIs, co-PIs and relevant staff. Coordinate with relevant individuals to make adjustments to budgets within funding guidelines.
- Assist the PI to project and forecast future award expenditures.
- Manage budget, reporting and compliance timelines through the lifecycle of the grant or contract. Communicate with PIs on a regular basis regarding budget and expense adjustments and revisions.
- Monitor compliance with agency and University regulations regarding reporting.
- Assist PIs with non-financial report submissions, as necessary.
- Coordinate and submit requests for No Cost Extensions, Carryover, re-budgeting requests, changes in scope, and other changes to the award; ensure all requests are done in compliance with sponsor guidelines and University policies.
- Facilitate the approval of invoices to pay subcontractors. Review effort reports and effort certification process.
- Apply federal and university rules to management of effort allocation appropriately for individuals compensated whole or in part from federal awards.
- Close out all funded projects consistent with funding agency and university process and timelines.
- Monitors and facilitates proposal process through the routing process in compliance with University procedures and institutional signatures.
- Obtain signatures as needed. Monitors proposal status and advises PI on requirements and deadlines associated with research protection protocols.
- Work effectively with other offices on research proposal. Perform related responsibilities as required.
- Advises the Vice President on issues related to externally supported activities and relevant policy development.
- Organizes and supervises training seminars for faculty, research administrators, and staff to ensure that all University personnel are aware of international, federal, state, and local regulations as well as institutional policies and procedures pertaining to grants and contracts.
- Responds to faculty inquiries and complaints in a timely fashion.
- Meets with the senior staff as needed to review operations and implement policies.
- Prepares and provides periodic reports to faculty committees on operations, problems, and challenges of the RSP.

Knowledge, Skills and Abilities:
• Experience working with large, enterprise-wide financial and reporting systems.
• Experience working directly with grants administration and contract negotiation is essential, as is an in-depth understanding of the laws and regulations that impact the sponsored projects environment.
• Experience working with regulatory compliance at an institutional/enterprise level.
• Experience in educating, communicating with, and supporting faculty researchers and staff in an academic environment.
• Experience in a leadership, policy development, and oversight role at an institutional level. Strong interpersonal skills and ability to work in a team environment.
• Membership experience in appropriate professional organizations such as SRA, NCURA, FDP, etc.
• Must have knowledge of current state and federal grant and contract regulations.
• Excellent written and oral communication skills and strong organizational skills are required.
• Must be very adept in conflict resolution and have a proven track record of leadership in a similar position.

**Minimum Hiring Standards:**

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<th>Education</th>
<th>A bachelor's degree is required. A combination of relevant education and experience may be considered.</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>A minimum of 10 years of experience in grants and contracts management, or related field. Preferred experience with Banner and various funding entities electronic research administration (ERA) packages. Candidate should be familiar with the Federal Uniform Guidance</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>10 years management experience in academic environment, preferably in sponsored programs.</td>
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*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*