CLARK ATLANTA UNIVERSITY
Job Description

Position Title: Vice President for Research and Sponsored Programs
Department: Research and Sponsored Programs
Reports To: Provost and Senior VP for Academic Affairs

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):

Clark Atlanta University is seeking a full-time, 12-month Vice President for Research and Sponsored Programs. We seek a candidate with a history of grant-funded research or creative activities with a wide range of agencies and the private sector, administrative experience, and a commitment to working collaboratively with a diverse administration, faculty, staff, and student body from a wide range of disciplines.

Examples of Duties and Responsibilities:

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The Vice President (VP) for Research and Sponsored Programs (RSP) primarily focuses on implementing a strategic agenda to secure and manage extramural funding and elevating the profile of grant writing and scholarly activity. The VP for RSP works under the general direction of the Provost and Senior Vice President for Academic Affairs. The VP for RSP plays a critical role in creating and fostering a campus-wide culture that values scholarship and grows the scholarly activities of faculty and students. The VP upholds academic excellence by supporting and promoting faculty-student research, community-focused projects, research-based partnerships, and campus centers. The VP is actively committed to communicating with faculty across the University about available grants and opportunities for them to build their grant writing skills. The VP is expected to actively support diversity, equity, and inclusion in all facets of RSP-related activities.

The VP assists administrators, faculty, staff, and students in proposal preparation and management of awards. This includes ensuring that there are clear, inclusive, and transparent grant policies, procedures, and organizational structure for pre-award and post-award that delineates the role of all the various units involved. Pre-award activities overseen by the VP include project concept development, identification of funding sources, proposal and budget development, submissions, approval processes, and award negotiations. Additionally, the VP will aid PIs in managing their grants to meet the objectives, quality, regulatory, fiscal, reporting requirements, and grant closure. The VP participates in post-award administration to ensure compliance with sponsored program requirements, CAU policies, and applicable federal provisions in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Other duties include working with a faculty advisory committee to craft and maintain research policies and operating procedures for campus employees receiving external funds; responsibility for institutional oversight of fiscal management of grant proposals, including ensuring appropriate cost-sharing/matching commitments and direct and indirect cost recovery; preparing reports required by federal, state, local, and CAU requirements, regarding quality, regulatory, and fiscal compliance; generating reports focused on annual goals and productivity measures; assessing and evaluating the impact of implemented policies, and executing changes as needed; monitoring legislation and
appropriations that impact sponsored programs; supporting the various needs of PIs; developing effective and persuasive communication strategies to garner campus and community support; serving as the campus contact to federal, state, and local awarding agencies for matters related to sponsored program administration and fiscal management.

The VP provides leadership for an effective and efficient RSP office, its activities, including staff growth and development, budget management, policies, and procedures development, and performs other duties as assigned. The VP also oversees pre-award compliance and the Institutional Review Board (IRB).

Knowledge, Skills and Abilities:

Candidates must possess an earned doctorate and a record of scholarship and teaching that merits academic appointment in an appropriate discipline. The candidate must have significant experience in large grant acquisition, grant and contract administration; should possess recognizable potential in academic administration; and be able to work cooperatively and collegially with faculty, staff, students, the community, and agency personnel. The candidate must have the ability to implement strategies to increase the number, quality, and competitiveness of grant submissions and awards to support the overall advancement of units/departments, schools, and the University. The candidate must be able to oversee an operation that will support PIs in adhering to laws, regulations, and policies relating to Human Subjects, Intellectual Property, Conflicts of Interest, and other research compliance-related activities. The ideal candidate has strong analytical reasoning, budgeting, and forecasting abilities.

The successful candidate must have a track record of research accomplishment and impact, allowing them to accomplish the above goals. In addition, the VP for RSP should possess:

- **Academic Leadership:** Reputation as an educator; a strong sense of strategic, inclusive academic leadership linked to success in implementing and managing change and driving organizational achievement, enhancing academic excellence and recognition, and fostering links to promote CAU nationally and internationally.

- **Collaboration and Relationship Building:** Demonstrated success in research and education collaboration across multiple disciplines. Inclusive management style, with the ability to foster partnerships, build relationships, work collaboratively across boundaries, and achieve performance and results through others towards clearly established goals.

- **Communication:** Exceptional written and oral communications, interpersonal and emotional intelligence skills.

- **Financial Stewardship:** Understands financial implications of decisions, manages with budgetary discipline and can prioritize resources to achieve goals.

- **Innovation:** Ability to identify opportunities for developing and implementing innovative solutions to meet stakeholder needs; a champion of innovation and change.

- **Integrity:** Impeccable personal and professional integrity; demonstrates integrity and honesty in decision-making and relationships.

- **Management:** Outstanding ability to develop complex plans and procedures and to coordinate people and other resources to execute goals; the ability to perform in a complex organizational structure; collaborative decision-making skills.

- **Personal Characteristics:** High energy and enthusiasm balanced with a highly professional
demeanor; flexible, patient, and approachable.

- **Results Orientation:** Ability to foster a culture of delivery and accountability.
- **Diversity, Equity, and Inclusion:** A deeply rooted commitment to DEI at all levels.

**Minimum Hiring Standards:**

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<tr>
<th>Education</th>
<th>Earned Ph.D.</th>
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<tr>
<td>Years of Experience</td>
<td>10 years +</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>5 years + managerial experience</td>
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*Clerk Atlanta University is an Equal Opportunity/Affirmative Action Employer*