

POSITION DESCRIPTION

TITLE: Director of Research and Sponsored Programs - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Director of the Office of Research and Sponsored Programs (ORSP) works to establish a supportive environment that stimulates a robust grant portfolio for instructional programs, research, scholarship, and creative activities across all disciplines at SMCM. The Director has a strong commitment to working directly with and supporting the college's teacher-scholars across all disciplines and to strengthening the faculty's opportunities for securing extramural support. The director supervises all operational matters related to pre-award and non-financial post-award administration and maintains compliance with all federal, state, local, and private funding sources handled by ORSP. The director collaborates with the business office, cognizant fiscal associates, and principal investigators to facilitate timely fiscal management and compliance of awards and contracts. The director works with the administration and faculty to help strengthen community and regional ties that enhance sponsored educational, research and creative opportunities for SMCM faculty and students. The director will set a standard of excellence in research development and administration, and fosters a vibrant culture of sponsored research and scholarship.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Advises and assists the faculty in identifying funding opportunities.
- Provides formal and informal training in research development and grant writing.
- Assists with the preparation and submission of external proposals, including editorial feedback on proposal drafts.
- Works with faculty and staff members to develop budgets and justifications for proposals.
- Negotiates contracts and awards with external funding agencies.

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- Ensures compliance with SMCM and award agency policies.
- Manages sub-contracts with other institutions.
- Tracks sponsored research proposals and awards.
- Ensures effective non-financial post-award management and compliance of funded awards and contracts.
- Collaborates with the business office, cognizant fiscal associates, and principal investigators to facilitate timely fiscal management and compliance of awards and contracts.
- Promotes interdisciplinary collaborations and recognition of faculty success in securing extramural funding.
- As needed, serves as a liaison to granting agencies, external partners, and stakeholders on behalf of the College to promote faculty research, scholarship, and creative activities.

MINIMUM QUALIFICATIONS:

- Education: Master's degree required, doctoral degree preferred.
- Experience: At least three years of experience in sponsored research activities in higher education including experience in working with faculty members seeking external support for their research, scholarly, and creative activities; experience in liberal arts setting preferred.
- Record of accomplishment in research development and grant acquisition, and an understanding of effective pre-and post-award management.
- Knowledgeable about current developments in grants and sponsored research program funding, policies, and government regulations concerning research compliance.
- Excellent planning and analytical skills and exemplary communication skills.
- Ability to prioritize and manage multiple projects and deadlines and to strategize to expand the College's research capacity.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.