
Job Title	Director, Office of Research and Sponsored Programs
PVN ID	LE-1810-002784
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	Academic Affairs / Office of Research an
Status	Full Time
Annual Salary	\$58,363.00 - \$107,000.00
Hour(s) a Week	35
Closing Date	Dec 22, 2018 (Or Until Filled)

General Description

General Description of Duties and Responsibilities

The Director is situated in the Office of Research and Sponsored Programs (ORSP) at Herbert H. Lehman College and reports to the Provost and Senior Vice President for Academic Affairs and Student Success.

Exercising considerable independent judgment, s/he researches and disseminates information on the availability of government and private sector grants and the guidelines for such applications. The Director works closely with campus academic leadership to plan short-and long-term strategies that support the submission of grant applications including the facilitation of inter-disciplinary responses to specialized requests for proposals. S/he supports grant applicants with proposal writing. The Director oversees general grants management activities of the college.

The Director establishes and maintains appropriate federal, state and local governmental agency contacts and corporate contacts for sponsored programs, and in consultation with campus academic leadership, proposes policies governing funded research and institutional programs. S/he acts as a liaison between the CUNY Research Foundation (RF) program and the sponsoring agency or corporation in completing the application process and coordinates with other college and university offices concerned with similar matters and on project proposals involving more than one institution.

Other Duties

Other Duties

- Acts as a clearinghouse for proposal submissions.

- Identifies and analyzes potential funding sources.
- Negotiates terms, budgets, and budget revisions with funding agencies or supports faculty who do so.
- Establishes budget review processes and documents project progress review processes;
- Oversees the timely and accurate submission of funding proposals.
- Reports regularly to college officials including the College President, the Provost and Vice President for Administration and Finance.
- Acts as resource and, at times, liaison between the program and the sponsoring agency or corporation throughout implementation and progress of the program.
- Works closely with legal advisors, including the RF Central Office, on such issues and opportunities as technology transfer and intellectual property.
- Develops and implements procedures and formats for report generation.
- Coordinates with the RF in assuring all mandated procedures and policies are followed.
- Coordinates with the Field Services Officer of the RF to resolve various business and HR issues and to assist with staff training.
- Recruits, hires, and directs the training of new office staff; oversees the supervision of staff; determines work plans, sets goals and objectives, and determines performance standards; evaluates employee performance against written standards; rewards and corrects performance as needed.
- Directs professional development, information sharing, and collaborative communications related to campus-wide research.
- Serves on committees and convenes groups as needed.
- Performs other duties as assigned.

Qualifications

Core Competencies

- Expert knowledge of the field of grant proposal writing and sponsored program or research administration.
- Expert knowledge of various government agency and corporate sponsored program requirements and practices.
- Ability to be an entrepreneur in developing new sources of sponsorship and grant funding;
- Knowledge of key office technology and expert knowledge of software for tracking sponsored programs.
- Ability to work effectively with faculty proposal authors and to support faculty in grantsmanship.
- Ability to work independently as well as collaboratively and to lead a team.
- Ability to relate college mission to the stated goals of funding entities.
- Ability to set priorities and execute accordingly.
- Ability to adjust strategies to changing campus needs.
- Ability to work effectively with staff, associates, and internal and external constituents.
- Ability to communicate effectively with diverse constituencies; ability to explain complex concepts to professional college staff, college officials, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Ability to manage full time and part time staff.
- Ability to recruit, hire, train, direct, monitor, evaluate, and reward, competent staff; ability to discipline staff when necessary.
- Skilled in negotiating contracts and budget modifications.

Qualifications

Bachelor's degree in a related field from an accredited institution, and no fewer than six years (6) of related experience of which three years (3) will be responsible professional work involving sponsored programs, **OR**

A Master's Degree in a related field from an accredited institution, and no fewer than five years (5) of related experience, of which three years (3) will be responsible professional work involving sponsored programs, **OR**

Equivalent experience, as evidenced in professional accomplishments and demonstrable success in securing and conducting sponsored programs, **AND**

Possession of the core competencies determined to be required at the time of hire, **AND** willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

Note: The Provost may require an advanced degree as a minimum requirement; specific experience, skills, languages, certifications, credentials and/or knowledge may also be required.

Note: This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.