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<b>Job Title</b>	Assistant/Associate Director, Office of Sponsored Programs
<b>PVN ID</b>	NY-2306-005698
<b>Category</b>	Managerial and Professional
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	Sponsored Programs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 26, 2023 (Or Until Filled)

## General Description

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The Office of Sponsored Programs (OSP) at City Tech is responsible for the administration, compliance and documentation of all sponsored programs. OSP is seeking to hire an Assistant/Associate Director of the Office of Sponsored Programs. The OSP is physically located within the Faculty Commons (FC), a hub for faculty professional development, along with the Offices of Assessment and Institutional Research and Evaluation and the Faculty Commons Design Team. OSP works in partnership with the CUNY Research Foundation, the fiscal agent for all grants and contracts. City Tech is committed to providing broad access to high quality technological and professional education for a diverse population, and OSP plays a critical role in fulfilling the college's mission.

Under the direct supervision of the Director of the Office of Sponsored Programs (OSP), the Assistant/Associate Director works collaboratively with administration, faculty and staff across the college to advance the college's research mission and strategic plan through collaborative research, writing and preparation and review of research and education proposals for external funding.

### About New York City College of Technology

New York City College of Technology (City Tech) of the City University of New York (CUNY) is a comprehensive college of over 13,000 students in downtown Brooklyn, offering associate and baccalaureate degrees in technology and health related degree programs, other career-oriented degrees and liberal arts transfer degrees in its Schools of Arts and Sciences, Technology and Design, and Professional Studies. We are the largest public college of technology in New York State and exceptional in that we go beyond traditional class offerings to create a high-tech, hands-on educational experience for our students, to prepare them for a rapidly changing world. For the last five years, City Tech has been among the leaders in the diversity of the students it serves among all Comprehensive Colleges/Bachelor's (North) in the annual survey by U.S. News and World Report. Students and faculty are from more than 120 countries and speak more than 85 languages, with many students the first in their families to attend college.

## Other Duties

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- Research and disseminate funding opportunities through regular and reliable channels of communication.
- Build faculty capacity to identify and create competitive funding proposals by implementing professional development activities and workshops.
- Support proposal development, preparation and coordination for individual faculty members and teams; may take a leadership role in institutional proposal preparation.
- Provide expert guidance on proposal components ensuring alignment with sponsor and college mission.
- Assisting with preparation of non-technical sections of proposals including institutional profile, facilities and library resources, and prior funding information.
- Ensure pre- award compliance at application submission and post-award compliance on subrecipients and sponsor reporting.
- Cultivate and maintain internal and external partnerships and support for collaborative sponsored research and programs.
- Contribute as a strategic member of the Provost's Senior Staff, consulting with administrators and faculty on matters of significance.
- Performing related duties as assigned

## Qualifications

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- Bachelor's Degree and eight years' grants related experience required.
- Successful grant writing experience.
- Experience in review and submission of electronic grant proposals.
- Excellent written and verbal communication skills.
- Ability to work effectively in a fast-paced, deadline-oriented collaborative environment.
- Strong computer skills to include word processing, web searching, downloading, and reporting, form creation and spreadsheets.
- Ability to develop and conduct grant-related training activities.
- Commitment to diversity and inclusion in all aspects of institutional life.

### **PREFERRED QUALIFICATIONS**

- Master's degree or higher.
- Certified Pre-Award Administrator (CPRA) or Certified Research Administrator (CRA).
- Experience with Cayuse eRA systems.