



ANNOUNCEMENT OF POSITION VACANCY  
**Director of Sponsored Programs**  
**REVISED**

**SUMMARY:** Reporting to the Vice President of Academic Affairs, the Director of Sponsored Programs is responsible for assisting CMU's faculty and staff in their efforts to secure and fulfill extramurally-funded sponsored programs. This includes pre-award, post-award (both financial and non-financial functions), and compliance administration. The ideal candidate will have excellent skills and experience in leadership, management, writing and editing, oral communication with a variety of stakeholders, and problem-solving in a deadline-driven environment.

**RESPONSIBILITIES:**

**Pre-award Administration:**

- Provides advice and guidance to faculty and staff regarding potential funding opportunities and the application of grant-funding policies and regulations.
- Assists in the development of proposal budgets.
- Assists in the development and coordination of university-wide proposals, including budgets, which may include writing portions/sections of the proposal.
- Oversees the submission of proposals, which includes reviewing proposals to ensure they are in compliance with agency guidelines, securing internal approval for proposals, and submitting proposals.
- Administers the development and implementation of research policies and procedures.

**Post-award Administration:**

- Reviews award terms and conditions and coordinates the acceptance of awards for the university.
- Supervises all aspects of budget administration for externally funded programs including, but not limited to, the assignment of university accounts for awards, budget creation and revision, and pro-card approving authority.
- Acts as a liaison between funding agencies and the university.
- Prepares, approves and submits award invoices and financial reports.
- Ensures that technical/program reports and deliverables are submitted.
- Executes award closeout and maintains grant audit files.
- Provides post-award assistance to faculty including guidance related to allowable costs, processing expenditures, and ensuring overall compliance with award terms and conditions.
- Reviews and submits change requests to funding agencies.
- Manages and supervises all aspects of compliance for research projects and externally funded university programs, including Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC).

**Managerial Functions:**

- Supervises the daily operations of the office, which includes the supervision of the grant specialist and the grant and compliance specialist, as well as administration of the office budget.
- Oversees the maintenance and accuracy of sponsored programs databases.
- Serves on university committees.
- Other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Master's degree (MA/MS/MBA) required; doctorate preferred.
- A minimum of three years of university-level sponsored programs and/or related experience strongly preferred.
- Excellent proof-reading skills required.
- Flexibility to participate in and/or attend programs in the evening or weekends, on occasion, is required.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk and use hands to finger, handle or feel. Specific vision abilities required by this job include close vision.

**TYPE OF APPOINTMENT:** Full-time administrative appointment.

**SALARY:** Commensurate with education and experience. Excellent health and retirement benefits package.

**APPLICATION DEADLINE:** Open until filled. To ensure consideration, complete applications must be received by December 15, 2016.

**APPLICATION:**

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references and three current or previous supervisors whom we may contact, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

**Mail to:**

Director of Sponsored Programs Search Committee  
Human Resources, LHH 237  
Colorado Mesa University  
1100 North Avenue  
Grand Junction, Colorado 81501-3122  
Phone: 970 248-1820

**OR EMAIL to CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.**

*Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.*