

---

<b>Job Title</b>	Director, Office of Research and Sponsored Program
<b>PVN ID</b>	BK-1912-003424
<b>Category</b>	Managerial and Professional
<b>Location</b>	BROOKLYN COLLEGE

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$74,000.00 - \$104,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 13, 2020 (Or Until Filled)

## General Description

---

Brooklyn College, a vibrant senior college of the City University of New York, invites applications for the position of Director of the Office for Research and Sponsored Programs. The Director oversees the office and facilitates and manages all aspects of sponsored research administration, providing complete sponsored project life cycle support to faculty and staff, while serving as liaison to the Research Foundation of CUNY, extramural sponsors, CUNY central administration offices, Brooklyn College administrative offices, and academic departments with regard to sponsored research and programs. This position reports directly to the Provost or her designee. Key responsibilities include the following.

- Work with campus community to identify funding opportunities to secure awards from public and private extramural sources to advance faculty scholarship, student success and institutional initiatives
- Review and submit grant applications; ensure proposals are well-executed and in compliance with the policies, procedures and requirements of sponsoring agencies, university policies, state and federal laws and regulations
- Operate as the official institutional signatory on all sponsored proposal submissions, progress reports, prior approval requests, and other official actions
- Provide oversight of budgetary planning and implementation from proposal budget development to post award budget management. Review and approve forward funding requests. Educate faculty/staff in monitoring of award budget and expenditure reports. Hiring of project personnel, purchasing, subcontracting, cost sharing and compliance
- Facilitate the processing for legal review and account set up for all grant awards, contracts, subcontracts, and other award instruments
- Deliver high quality faculty-focused grants management services; act as a central resource hub for issues that occur throughout the life cycle of an award
- Interface with the Provost, Associate Provost for Faculty and Administration, Senior Vice President for Finance and Administration, Human Resources Director, CUNY Office of Research, and Research Foundation of CUNY Departments (Legal, HR, Grants & Contracts, Finance) regarding sponsored project related development, oversight, compliance, finance, and other administrative issues

## Other Duties

---

### Other Duties

- As assigned and as sponsored research develops on the campus

## Qualifications

---

- Master's degree and six-years related experience
- Expert knowledge of various government agency and corporate sponsored program requirements and practices
- Knowledge of the research regulatory environment and the requirements for compliance
- Knowledge of key office technology and expert knowledge of software for tracking sponsored programs
- Knowledge about legal requirements and ability to learn and to fully represent institutional policy about human subject research, laboratory animal protocols, and bio-safety procedures
- Ability to relate to college mission and funding goals and opportunities
- Demonstrated commitments to diversity and inclusion
- Outstanding ability to communicate effectively to diverse constituencies
- Ability to explain complex concepts to professional college staff, college officials, RF administrators, and others
- Ability to manage staff effectively
- Skill in negotiating contract and budget modifications

**HOW to APPLY (button on Left). Kindly follow directions to upload a cover letter addressed to Members of the Search Committee detailing your qualifications for the position and your updated resume/c.v.**

### Closing

Review of applications begins January 13, 2020. Position open until filled.