
Job Title	Assistant Director of Sponsored Programs
PVN ID	CC-2103-003900
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	Grants and Sponsored Programs
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	May 11, 2022 (Or Until Filled)

General Description

About Grants and Sponsored Program

The City College of New York's (CCNY) Grants and Sponsored Programs (GSP) is an administrative unit of the Office of Research in the Office of the Provost. The GSP Office's primary mission is to provide the campus with professional guidance and administrative support for all sponsored research activities. Our goals are to improve the overall grant preparation and submission experiences for the Principal Investigators (PIs), enhance efficiency in our services, and ensure all sponsored research activities comply with the federal, state and institutional research policies and mandates.

General Description of Duties and Responsibilities:

The primary responsibility of the Assistant Director is to assist the Director with the daily operations of the GSP office; assisting the Director in developing and implementing the strategic plan, policies, and procedures; performing pre- and post-award grants management tasks, and supervising support staff in the performance of pre- and post-award functions. Working closely on the leadership role with the Grants Managers and/or Grants Administrators, the Assistant Director shall lead the team of grants staff and office management staff to ensure the mission of the GSP is properly and professionally achieved. The Assistant Director, when necessary, will communicate with the sponsor, college administrators, PIs, and other business administrators to assist PIs securing funding, and ensure compliance with all research policies and mandates, as well as sponsor's award conditions for all sponsored programs. The Assistant Director will also work with the Director and the supporting staff in collecting, processing and analyzing the award data for necessary reports.

Other Duties

- Assist the Director in developing procedures and protocols associated with the GSP functional areas in

both pre- and post-award services.

- Review and interpret federal, state, and institutional research administration regulations and policies.
- Train and supervise GSP staff.
- Assist investigators in identifying potential funding opportunities from federal, state, CUNY, and/or private agencies.
- Review agency guidelines for proposal submission.
- Communicate with agency officials or sponsors when necessary.
- Coordinate with investigators in creating budgets.
- Ensure proposals are complete and submitted on time.
- Lead the supporting staff in the preparation of necessary reports.
- Performs other duties as assigned.

Qualifications

Minimum Qualifications:

- Master's degree (preferred) or Bachelor's degree from an accredited institution;
- Five years (5) of experience in research administration.
- Three (3) years of supervisory experience; or equivalent combination of education and experience.
- Strong competence in a computerized working environment.
- Possession of the core competencies related to research administration.
- Excellent oral and written communication skills.

Core Competence:

- Strong knowledge of the field of sponsored programs and research administration.
- Strong knowledge of and previous experience with various government agency (Federal, NY State and NYC) and corporate sponsored program requirements and practices.
- Strong knowledge of the research regulatory environment and requirements for compliance.
- Ability to analyze proposals and contracts and identify areas needing resolution.
- Strong organizational, time management and leadership skills.
- Knowledge of key office technology and software for tracking sponsored programs.
- Ability to communicate effectively with and explain complex concepts to diverse constituencies, including faculty members, staff, colleagues, and internal and external constituents.
- Ability to listen and respond to the concerns/ideas of others.
- Strong ability in policy review, data collection, statistical evaluation of data, and strategies for conveying results to users.
- Strong knowledgeable about legal requirements and institutional policy regarding human subject research, laboratory animal protocols, bio-safety procedures, and other areas related to research compliance.
- Knowledge of Cayuse preferred.
- Ability to organize and prioritize assigned work, analyze problems, develop appropriate work methods, and maintain records.
- Ability to multi-task and handle several different duties simultaneously.
- Ability to use computers and computer software with ease (including Microsoft Word, Excel, web-based

tools, and similar software), and the ability and flexibility to learn new skills as different duties may arise.

- Ability to work both independently and as a team member. At times, the work is fast-paced with long hours and tight deadlines. The position requires an individual who can handle this type of high-intensity work environment.
- Excellent interpersonal skills and the ability to work with a broad range of individuals, groups, and personality types.