

Job Announcement

Job Title: Director of Sponsored Programs
Job ID: 11435
Location: Fresno Main Campus
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Return to Previous Page](#) [Switch to Internal View](#)

Overview

As one of the 23 campuses that comprise the CSU system, California State University, Fresno is an urban, comprehensive, Hispanic serving public university serving a culturally rich, diverse student body. The university serves more than 22,000 students, and approximately 5,000 students completed work for bachelors, masters and doctoral degrees last year. The Office of Research and Sponsored Programs works to advance University research and support the efforts of faculty, students and staff in fulfilling a wide range of goals.

Compensation

The salary is competitive and is negotiable depending on the strength of qualifications. This is a CSU Management Personnel Plan (MPP) position with an attractive benefits package which includes but is not limited to: a vacation accrual rate of 16 hours per month; 12+ paid holidays; excellent choice of medical, dental and vision insurance, long term disability coverage, life insurance; and retirement benefits.

Position Summary

The Director of Sponsored Programs, reporting to the Associate Vice President for Research and Sponsored Programs (AVPRSP), is responsible for providing key services in support of grant and contract proposal preparation and submission to external funding sources. Sponsored programs include research, public service and educationally related project proposals and awards from federal, state, municipal agencies; public or private corporations; and private foundations.

Major Duties and Tasks Considered Essential Functions of the Position

Assumes primary responsibility for the day-to-day management of pre-award, sponsored program operations of the Office of Research and Sponsored Programs (ORSP).

Oversees grant and contract managers and prepares performance evaluations for review and approval by the AVPRSP.

Plans and conducts managerial, faculty and staff training related to proposal development, with particular attention to budget development and compliance.

In the AVPRSP's absence, serves as institutional authorizing official on grant proposals.

Assists the AVPRSP in setting ORSP goals and objectives.

Assists the AVPRSP and deans in preparing and assessing annual grant and contract plans.

Advises the AVPRSP on sponsored assignments of other ORSP managers and staff.

Plans and supervises the training of faculty and staff in proposal writing and grants administration.

Collects and assembles data on grant and contract activity for the AVPRSP and assists the AVPRSP in analyzing the data and providing reports on such to the AVPRSP and other constituencies.

Reviews Project Information Forms for accuracy, indirect cost allocation, and compliance of proposals with applicable policies and procedures.

Assumes responsibilities for grant and contract activity for one major focus area as assigned by the AVPRSP.

As special needs dictate, spearheads specific proposals or develops special contracts and agreements.

Offers internal evaluation and assessment of grant and contract activity for inclusion in reports.

Recommends budget allocations to the AVPRSP to accomplish grant and contract development.

Serves on committees as needed and as appointed by the AVPRSP.

Represents the ORSP at professional and educational forums in the AVPRSP's absence.

Provides leadership as a liaison between pre-award and post award with regard to cooperative training and facilitates the transition of awards from pre-award to post-award.

Qualifications

Required

An undergraduate degree from an accredited college or university.

Ability to supervise managers in a professional manner.

Demonstrated skill at developing a significant number of successful grant proposals in a variety of areas and academic disciplines.

Ability to establish and meet ambitious goals as measured by expansion of university grants and contracts and other quantitative measures.

Well developed budgeting skills consistent with university and funding agency guidelines.

Excellent computer skills.

Skill at planning, research, and technical writing/editing.

Strong initiative and demonstrated ability to work in a deadline-driven environment.

Ability to work successfully in a multicultural, multiethnic academic setting.

Ability to work in a collaborative manner with a wide range of individuals and groups.

Ability to represent the AVPRSP at internal and external meetings.

Preferred

Four or more years of successful administrative experience in a university grants and contracts office.

A graduate degree from an accredited college or university.

Experience working with proposals in health and human services, agriculture, science, mathematics and engineering.

Experience developing and/or managing research facilities.

Experience with grants.gov, FastLane, and other electronic proposal submission systems.

Excellent EXCEL and PowerPoint skills.

Significant experience and skill at interaction with representatives of federal and state funding agencies.

Essential Equipment

Computer, copying, FAX and other office equipment.

Reporting and Supervisory Responsibilities

Reports to the AVPRSP.

Supervises grant and contract managers.

Level of Supervision

Acts under general supervision with responsibility for pre-award sponsored program activity.

Office Location -- Office of Research and Sponsored Programs

Filing Deadline

Applications received by April 30, 2009 will be reviewed for minimum qualifications and given full consideration by the hiring manager and/or search committee. Qualified applicants received after that date will be forwarded upon request to the hiring manager and/or search committee.

Application Procedures

Individuals interested in being considered for this position should submit an on-line application and attach the following supporting documents: 1) resume, 2) letter of interest which includes a narrative detailing how the candidate fulfills each of the required and preferred items listed under Qualifications, and 3) names, e-mail addresses and telephone numbers of five professional references who can provide current assessments of the candidate's qualifications for the position.

Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

How To Apply

To apply for this or any open position at Fresno State visit our online employment site at: <http://jobs.fresnostate.edu>.

General Information

California State University, Fresno is one of the 23 campuses of the California State University System. The University's mission is to offer high quality educational opportunities to qualified students at the bachelor's and master's level, as well as in joint doctoral programs in selected areas. The University serves the San Joaquin Valley while interacting with the state, nation and world. Through transformational applied research, technical assistance, training and other related public service activities, the university builds partnerships and linkages with business, education industry and government. The University competes athletically in Division I-A and is a member of the Western Athletic conference.

The current enrollment is approximately 22,150 students from diverse backgrounds, which creates a culturally rich environment. The campus, which has been designated as an arboretum, is spread over 1400 acres. Metropolitan Fresno, with a multiethnic population of over 600,000, is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon and Sequoias National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing, lakes and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.

Other Requirements

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual's eligibility to be employed in the United States.

Background investigations will be conducted, as required, depending upon the job requirements of a position. These could include, but are not limited to, processing of fingerprints through the Department of Justice and degree and license verifications. An offer of employment may or may not be extended based upon the results of these verifications.

California State University, Fresno annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Fresno State, and on public property within, or immediately adjacent to or accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department or by accessing the following web site: <http://www.csufresno.edu/police/report.htm>.

Other Applicant Information

A current listing of available staff and management employment opportunities may be accessed through Fresno State JOBS at (559) 278-2360 or online at <http://jobs.fresnostate.edu>.

Applicants will receive confirmation of receipt of their application materials via automatic e-mail reply. In addition, qualified applicants will receive e-mail notification at the conclusion of the recruitment process.

This is a full-time management position covered by the California State University Management Personnel Plan. Under this plan, employees are subject to management reviews and serve at the pleasure of the University President of that campus.

Equal Employment Opportunity

The California State University, Fresno is committed to maintaining and implementing employment policies and procedures in compliance with applicable state and federal equal employment opportunity laws and regulations. Executive Order 883 prohibits discrimination and Executive Order 927 prohibits harassment, on the basis of a protected status: race, color, religion, national origin, ancestry, age, sex (including gender identity, per HR 2004-12), sexual orientation, marital status, pregnancy, mental disability, physical disability, medical condition and covered veteran status. Retaliation against individuals for complaining about these proscribed conduct, opposing such conduct, or participating in an investigation or proceeding involving such conduct is prohibited by both executive orders.

Further, the California State University, Fresno's statement of commitment to equal employment opportunity principles is also found in the various collective bargaining agreements.

[Return to Previous Page](#)

[Switch to Internal View](#)
