

Director, Grants and Contracts
Alcorn State University

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Posted Nov. 11, 2025, set to expire May 10, 2026

Job Title	Director, Grants and Contracts
Department	Finance & Administration Department
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Nov. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Legal Financial Planning/Budget Management
Job Website	https://jobopps.alcorn.edu/postings/7873
Apply By Email	
Job Description	

The incumbent oversees the Office of Grants and Contracts and integrates its work with the other departments of the University. He/she monitors contracts and grants management operations to ensure high quality of contracts and grants administration and compliance with legal and donor requirements across programs.

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Knowledge Skills and Abilities

- Detailed knowledge of OMB's Uniform Guidance (2CFR200) and Circular A-133
- Knowledge of non-and for-profit organizational legal requirements, policies and procedures
- Expertise with and knowledge of federal cost principles, administrative requirements and other applicable rules and regulations regarding implementation of federal awards
- Excellent communication skills, verbal, written and interpersonal
- Proficient computer skills, including use of Microsoft Office Suite
- Highly developed collaboration, management and leadership skills
- Strong logistical attention to detail and multi-tasking skills
- Ability to work effectively as part of a team with all levels of personnel
- Demonstrated ability to supervise and motivate staff and delegate as needed to achieve objectives
- Ability to identify and analyze complex accounting/contract/grant information or problems in an objective manner and derive logical conclusions
- Ability to exercise discretion and judgment and in maintaining security of confidential and sensitive information and materials
- Ability to negotiate research and research-related awards with federal, state and local government, and non-profit agencies

Essential Job Functions

- Provides institutional-level sponsored programs administration services to a portfolio of academic departments and research units
- Serves as an institutional liaison with extramural sponsors (e.g., Federal agencies, state/local government, marketing boards, and non-profit entities)
- Reviews, endorses and submits proposals
- Performs comprehensive analysis of a variety of awards, reviewing, negotiating and executing
- Advises faculty and departmental analysts regarding critical and/or sensitive sponsored programs issues
- Interprets a broad range of sponsor policies, government regulations and award terms and conditions
- Other related duties, as assigned

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Qualifications

- Bachelor's degree in Business Administration, Accounting or other relevant field of study
- Five (5) years' related experience

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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