

Director of Sponsored Programs  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=231164>

Downloaded On: May. 9, 2024 1:15am

Posted Feb. 21, 2024, set to expire Jul. 12, 2024

**Job Title** Director of Sponsored Programs

**Department** Research

**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Feb. 21, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Research

Financial Planning/Budget Management

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-Sponsored-Programs\\_RQ27495](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-Sponsored-Programs_RQ27495)

**Apply By Email**

**Job Description**

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Director of Sponsored Programs

Reporting directly to the Vice Provost for Research and Innovation (VPRI), the Director of Sponsored Programs represents the university in matters related to research grants, fellowships, and contracts. Serving as a member of the VPRI's Leadership Council, the Director is a vital member of a leadership team committed to achieving top-tier research administration excellence in serving an ambitious and collegial faculty and will provide advice and recommendations to the VPRI on matters pertaining to research and sponsored programs. Further, the Director will provide leadership in the implementation

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and advancement of university research goals, policies and practices while being charged with shaping an Office of Sponsored Programs to be of the highest quality, one that rises to the occasion of capturing and servicing awards of increasing complexity at an institution with rapidly rising research expenditures.

**Essential Duties and Responsibilities:**

1. Supervise the university's grant and contract proposal submission processes.
2. Supervise the university's non-financial post-award processes and promote effective communications with financial post-award processes as carried out by the Office of Sponsored Accounting
3. Support OSP Associate Directors in their supervision and training of the Office of Sponsored Programs staff.
4. Provide oversight and support to the new Director of Electronic Research Administration (eRA) in implementing and bringing into maturity a new eRA system
5. Support the Office of Research Integrity and Compliance through knowledge sharing of evolving and complex compliance requirements
6. Assist in managing the annual budget process for the VPRI's enterprise including OSP and the Office of Technology Transfer and New Ventures.
7. Negotiate contracts.
8. Maintain a successful record of planning, managing budgets, and administering significant grants and/or contracts.
9. Develop Staff Development Plans for OSP staff to their enable growth and development, including identification of gaps, skills and a training and mentorship plan for each employee in a work environment where some staff conduct their work remotely.
10. Demonstrate an effective implementation of research administration policies, procedures, and best practices.
11. Demonstrate an ability to communicate effectively to diverse internal and external constituencies, and to collaborate across a wide range of academic disciplines and organizations.
12. Promote efficient, impactful communication with faculty regarding OSP services.
13. Lead the delivery of effective training to the campus faculty

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Required Education: Master's degree in discipline requiring analytical skills

Required Experience: Ten years of supervisory experience in managing an Office of Sponsored Programs

Preferred Experience: Twelve+ years of supervisory experience in managing an Office of Sponsored Programs

Required Knowledge, Skills and Abilities

Knowledge of federal guidelines and regulations governing federal research, including Uniform Guidance and export controls regulations Knowledge of individual federal and private funding organizations and demonstrated ability to work effectively with them Knowledge of a university organization and the policies and procedures generally used in higher education Proven and demonstrated ability to develop research-related processes and policies Knowledge of budgetary processes and ability to develop accurate and appropriate budget for a variety of projects (sponsored projects) Knowledge of institutional budgetary processes and ability to work with the Provost and Budget Offices Knowledge of research contracts and relevant clauses, including familiarity with FARs, DFARs etc. This position must also be able to negotiate contract clauses with sponsors. Knowledge of export controls, CUI and other restrictive research environments Ability to plan effectively and to meet multiple deadlines Ability to communicate effectively with individuals and groups and to motivate individuals Ability to write effectively and in a persuasive manner Ability to interact with individuals from a broad spectrum of disciplines and professions in order to achieve productive results

Preferred Knowledge, Skills, and Abilities

Knowledge of current regulations governing research using human subjects, animal subjects as well as regulations and issues concerning responsible conduct of research and biosafety Knowledge of basic principles of university technology transfer

**Department**

Research

**General Submission Guidelines:**

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Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

**Still Have Questions?**

If you have any questions regarding your application, please contact [Jobs@Stevens.edu](mailto:Jobs@Stevens.edu).

**EEO Statement:**

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

**NSF ADVANCE Institution** Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

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**Jeanne Clery Disclosure:**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

**Contact Information**

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

**Contact**

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