

Position Number: D93311

Job Title: Associate Director of Sponsored Projects Administration

Department: Research and Strategic Partnerships

FTE: 1.0 benefits eligible

Job Type: Administrative

Posted Date: 1/17/12

The Associate Director of Sponsored Projects Administration works Associate Director serves as a member of the Sponsored Projects Administration (SPA) leadership team to in Research and Strategic Partnerships responsible for central management of sponsored project activity including the submission of proposals to external funding agencies, negotiation and acceptance of awards, and management of a diverse portfolio of and administrative oversight of \$65-70M resulting private and public grants and contracts of varied complexity, ensuring compliance with all applicable rules and regulations including those of sponsoring agencies, the State of Oregon, the Oregon University System (OUS) and Portland State University (PSU). The Associate Director manages SPA staff and participates in defining central SPA team member roles and responsibilities across the life-cycle of an award; setting individual team and office-wide goals and objectives; developing and implementing team-building strategies; and assessing and tracking workload volume and complexity

Minimum Qualifications:

- Master's degree and at least five years of research-administration (pre-award or pre- and post-award) experience at an educational institution or an entity engaged in sponsored projects activity that involves working knowledge of federal regulations governing research (e.g., OMB Circular A-21, OMB A-110, A-133, Federal Acquisition Regulations, and sponsoring agency policies (A CRA and additional specialized experience may substitute for education requirements)
- A minimum of three years supervisory experience including ability to supervise and motivate professional and administrative support staff in a team environment. Skill in dealing with others in work relationships involving mentoring, conflict resolutions, the ability to resourcefully solve problems, the ability to make difficult decisions, and creating and supporting harmonious working relationships among employees, maintaining positive morale and motivating productivity

Preferred Qualifications:

- Certified Research Administrator (CRA) certification, experience with grant and contract award negotiations; and familiarity with electronic grant administration systems

To Apply: Send letter of interest, current resume, and contact information for three professional references; preferably by email to noltes@pdx.edu, or by mail to:

Dawn Boatman,
Research and Strategic Partnerships,
PO Box 751, Portland, OR 97207-0751

Correspondence will be conducted primarily by e-mail. Send e-mail address, or clearly indicate if you do not have e-mail.

Review of applications will begin immediately and will continue until finalists are identified.

Portland State University is a center of opportunity for nearly 30,000 undergraduate and graduate students, located in Portland, Oregon, one of the nation's most livable cities. Portland is an hour away from amazing skiing at Mt. Hood as well as the beautiful Oregon coast. Its 49-acre downtown campus exhibits Portland State's commitment to sustainability with green buildings, while many of the 124 bachelor's, master's and doctoral degrees incorporate sustainability into the curriculum.

PSU's motto, "Let Knowledge Serve the City," inspires the teaching and research of an accomplished faculty whose work and students span the globe.