Another Source’s client, California State University, Los Angeles (Cal State LA), University Auxiliary Services, is recruiting a Director of Sponsored Programs, Grants and Contracts.

Here’s a little about Cal State LA, the University Auxiliary Services (UAS) and the position they are recruiting for:

California State University, Los Angeles is a comprehensive urban institution serving a diverse learning community of over 28,000 students, committed to excellence in education, community engagement, cultural awareness, and social responsibility. As a premier institution within the 23 campus California State University (CSU) system, Cal State Los Angeles fosters an outstanding teaching and learning experience in a rich multicultural/multiethnic environment.

As a non-profit and self-supporting 501 (c) (3) auxiliary organization of Cal State LA, the University Auxiliary Services (UAS) is a recognized organization of the California State University system and is a self-sustaining organization, dedicated to benefiting the welfare of students, faculty, and staff and supports the entrepreneurial arm of the university. The primary purpose of UAS is to help develop and administer sponsored programs, commercial enterprises, externally funded projects including research, workshops and conferences, and to provide contributions that aid and supplement the University’s educational mission. Working together, the University community and UAS endeavor to ensure Cal State LA’s continued success.

Position- Primary Functions:

The Director for Sponsored Programs, Grants and Contracts reports to the UAS Executive Director and maintains a dotted line reporting relationship to the Associate Vice President for Research.

- Responsible for pre-award and post award administrative services for the University’s extramural funding to include grants and contracts in accordance with federal, state and funding agency requirements which total approximately $22-$26 million.
- Provides primary contracting authority for sponsored programs, and serves as the Auxiliary’s primary representative to sponsoring agencies and the campus on all sponsored program matters.
- Responsible for full management and accountability for all functions within the Sponsored Programs department, including timely invoices of sponsors, financial project reporting, project and department budgeting, grant and contract compliance, expenditure allowability and efficient departmental systems operation.
- Reviews, edits and approves all grant proposals/applications for submission and fosters and ensures the highest levels of service to investigators and grant managers, ensures that all submissions forwarded are clear and comply with funding program priorities, including college-wide and external policies.
- The Director develops policies and procedures that meet all of the guidelines mandated by the federal, state and local government agencies as well as non-governmental agencies.
- The ideal candidate will actively cultivate relationships with faculty, staff, Academic Affairs and the Office of Research and Sponsored Programs to further the University mission of increasing grants and contract funding.
- The Director also develops outreach programs to provide training and assistance to faculty and staff who are involved in externally funded programs; works with the UAS board of directors committee on research to obtain feedback from the campus and improve the customer service to internal and external customers.
- Prudently manages resources within budget guidelines according to UAS and CSU policies, current bylaws, and regulations.
• Must have the ability to coordinate, analyze, advise, provide guidance, evaluate, observe, interpret policies and procedures, laws and regulations, interview, investigate, comprehend and formulate solutions to organizational issues.

Qualifications- Education and Experience:

• A bachelor's degree from an accredited four year college or university and five years of leadership/management experience within a large, multi-purpose organization.
• In-depth knowledge of federal and sponsor regulations governing grant and contract administration, including the Uniform Administrative Requirements for cost principles and audit regulations for federal awards, formerly OMB Circulars A-21, A-110, and A-133.
• The successful candidate must also possess strong organizational skills, including the ability to plan strategically
• Experience with sponsored programs, grants and contracts; excellent written, oral and interpersonal communication skills
• Experience in personnel management including supervision of staff and employee development
• A commitment to diversity and social justice with the ability to create a department which is inclusive and accessible
• The ability to write proposals, reports, and make presentations; and the ability to work collaboratively in a team environment. Demonstrated ability and/or interest in working in a multicultural multiethnic environment.
• A credential such as CRA (Certified Research Administrator) or CPRA (Certified Pre-award Research Administrator) is preferred.

The California State University does not discriminate on the basis of sex, gender, sexual orientation, gender identity and expression, or transgender status in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, sexual orientation, gender identity and expression, or transgender status in employment, as well as all education programs and activities operated by the University (both on and off campus), and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual misconduct. Executive Order 1095 (PDF) Cal State L.A. adopts this CSU policy and procedure.

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