



Savannah State University Position Description – Associate VP for Research & Sponsored Programs

POSITION DESCRIPTION

Position Title: Associate VP for Research & Sponsored Programs

FLSA Status: Exempt

Reports to: Vice President for Academic Affairs

Division: Academic Affairs

Date Prepared: 6/22/2010

BASIC FUNCTION

The primary responsibility of the Associate VP for Research and Sponsored Programs of the Office of the Sponsored Research Administration (OSRA) is to implement the research mission of the University. The person in this position will direct, lead, and facilitate the effective management of the day-to-day administrative operations of OSRA.

NATURE & SCOPE

Oversee the management of all aspects of the pre-award and post-award processes, fiscal reporting for all funded research programs. Supervise the responsibilities of Grants Manager, Post-Awards Coordinator and Office Manager. Reporting to the Vice President for Academic Affairs, performs the vital functions relating to external grants by providing services to University research and education. Primary responsibilities of the Associate VP for Research and Sponsored Programs include:

- 1) Develop innovative strategies for seeking revenues to fund research while supporting the growth of existing funding opportunities;
- 2) Review proposals; negotiate awards; and administer agreements for scholarly research, education, and training programs, assuring compliance with all applicable sponsor regulations and University policies and procedures;
- 3) Interpret research policies and guidelines from granting agencies to help faculty and staff in preparing competitive grant proposals;
- 4) Notify and update the University community through e-news about external funding; and
- 5) Maintain a database of information about sponsored project proposals and awards.

PRINCIPLE ACCOUNTABILITES

1. Direct and manage all research-related aspects of pre and post award operations.
2. Maintain an organizational structure and staffing to implement SSU's mission and its goals and objectives.
3. Oversee the recruitment, training, supervision, and evaluation of OSRA staff.
4. Direct and coordinate liaison with external funding agencies, ensuring compliance as stated in the OMB circulars.
5. Coordinate the identification of funding sources and provides assistance in the development of grant proposals.
6. Negotiate with external (Federal, State, and private foundation) funding agencies to resolve issues involving cost sharing, direct and indirect costs, ensuring ongoing compliance with regulatory and institutional policies.
7. Facilitate consultation to faculty and academic staff regarding proposal and application development/submission and pre-award grants management, ensuring consistency and conformity with agency requirements.
8. Serve as institutional authorized representative between faculty, and external and funding agencies.
9. Perform additional and miscellaneous job-related duties as assigned by the Vice President for Academic Affairs and President.

SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES AND/OR COMPETENCIES REQUIRED:

The AVP is also OSRA's personnel officer and works closely with the VP for Academic Affairs to develop operating policies and procedures in compliance with those of federal and state agencies and assist faculty and academic staff with OSRA administrative procedures.

EDUCATION AND EXPERIENCE REQUIRED:

An earned doctorate in an academic discipline with an academic and scholarly achievement to be eligible for an appointment as a tenured professor. The candidate must also possess a grantsmanship record with previous administrative experience in sponsored research. Appropriate credentials and discipline for a tenured faculty appointment at a senior rank.