

JOB INFORMATION

Job Code	HC39
Job Description Title	Dir, Research Program Development & Grant-Col/Sch
Pay Grade	RE11
Range Minimum	\$74,730
33rd %	\$94,660
Range Midpoint	\$104,620
67th %	\$114,580
Range Maximum	\$134,510
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/16/2022

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Sponsored Programs

JOB SUMMARY

Directs the efforts and activities of promoting, identifying, and managing externally funded grants and contracts for the college/school.

RESPONSIBILITIES

• Directs efforts to identify, capture, and expand extramural funding opportunities. • Develops programs and training activities in support of faculty and staff research, grant preparation, and implementation of funded projects. • Provides leadership and support for the college/school's on-going goals of increasing scholarly productivity and external funding. • Serves as liaison to the Office of Sponsored Programs and Office of Contracts and Grants Accounting. • Directs efforts to engage with external grant agencies and research providers designed to enhance the college/school's knowledge of research opportunities. • Develops competitive grant proposals to foundations, state, and federal funding agencies. • Manages post-award activities and ensures compliance with University, state, federal, and sponsor regulations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	In field appropriate to the position	and	7 years of	Experience in developing research opportunities, grant preparation, grant accounting with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience supervising full-time employees.	

Substitutions Allowed for Experience

Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of externally funded programs; government grant policies and regulations.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
	Some positions may need to qualify for Department of Defense security clearance.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.