

# **Sul Ross State University**

## **Position Description**

**Official Title:** Director of Sponsored Programs      **Salary Group:** Unclassified (2)      **Job Code:** 3107

### **Summary**

**Function:** To provide assistance to faculty and administrators in identifying, developing, obtaining, and monitoring grants as well as reporting for grants from external funding sources.

**Scope:** Coordinates all grant activity university wide with the goal of increasing external support for the University.

### **Duties**

**Essential:** Reviews literature dealing with funds available through grants from governmental agencies and private entities to determine feasibility and appropriateness of funding for Sul Ross State University. Develops and coordinates processes and procedures for grant preparation, submission, and assessment. Assists university personnel with the development and coordination of grants. May confer with personnel affected by a proposed grant to develop program goals and objectives, outline use of funds, and explain procedures necessary to obtain funding. Works with Grants Accounting personnel to monitor grant fund draws and other paperwork required by the grants. Ensures that grants proposal have received appropriate University approvals. Verifies that grant applications meet format and submission criteria specifications. Meets with representatives of funding agencies and external consultants as necessary to facilitate grant submissions. Maintains University database and files on grants. **Responsible** for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

### **Supervision**

**Received:** Reports to the Associate Vice President for Advancement and University Relations.

**Given:** May supervise clerical and/or student employees.

### **Education**

**Required:** Bachelor's degree.

**Preferred:** Master's degree.

### **Experience**

**Required:** 2-3 years experience in developing and writing proposals seeking financial support from corporations, foundations, and governmental sources.

**Preferred:** Experience in grant administration in a university.

### **Equipment/Skills**

**Required:** Computer skills; Excellent writing skills; Strong interpersonal skills.

**Preferred:** Understanding of all aspects of grantsmanship.

### **Working Conditions**

**Usual:** Office conditions. May involve travel, and evening and/or weekend hours. Exempt from overtime.

Position is Security Sensitive. Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director. Date Revised: November, 2004