



Shaw University
Director of Title III & Sponsored Programs
Job Description, Expectations & Qualifications

DEPARTMENT: Title III/ Sponsored Programs Administration

REPORTS TO: Vice President for Institutional Advancement

AREA: Institutional Advancement

CLASSIFICATION: Exempt salaried staff

POSITION SUMMARY

The Director of Title III/Sponsored Programs is responsible for the overall direction and effective management of the University's Title III Program and other externally funded programs, including pre- and post-sponsored award activity. This includes: daily administration of the Title III Program, oversight of for each Title III activity, development of effective administrative compliance procedures, ensuring proper resource allocation, identification of funding sources, funding acquisition, regulatory compliance, recordkeeping and maintaining systems for all grants and awards. The nature and diversity of the job require special abilities, dedication and commitment. The position is accountable for ensuring internal/external customer satisfaction through effective personal management of subordinate personnel, interpersonal relationships, projects, materials, budgetary costs, and continuous quality improvement.

Positions Supervised: Pre/Post Award Grant Specialist, Program Coordinator, Budget/Administrative Assistant

1. In support of the University's established strategic goals, priorities, and objectives, ensures quality-efficient services and compliance monitoring are provided from by the Title III and Sponsored Programs Office and through administrative oversight of federal Title III funded activities:

A. Develops and recommends plans, programs, and policies to increase grants and contracts that support the University's strategic objectives:

- Oversees the preparation of Title III plans of operation as well as other institutional based proposals to fund major University initiatives.
- Evaluates the University's possibilities in relation to specific RFP's and grant announcements.
- Identifies funding for professional development for staff and faculty.
- Reviews individual grants proposals with faculty and staff to ensure compliance with funding agency policies, compatibility with the University strategic priorities, and other funding implications.
- Creates and fosters an environment of support for the University research community.

B. Trains, guides and assists Title III activity directors, faculty, and administrators in best practices for submission of grant proposals and in accomplishment of post-



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award program goals that support the University's strategic objectives: Ensures that each Title III activity supports the University's strategic Priorities

- Provides technical assistance to Title III Activity Directors and Principal Investigators to ensure that they are meeting their objectives during the designated time period
- Ensures that the Title III Program and other appropriate external grants are evaluated a minimum of one time each year to ensure compliance with Agency regulations and requirements
- Develops and maintains a resource library of funding sources (research foundations, commodity groups, private companies, government agencies)
- Develops and maintains a database of areas in need of funding or research interests so that funding opportunities can be forwarded, as appropriate
- Disseminates timely electronic information about external funding opportunities to University personnel on a regular basis
- Directly informs specific faculty and staff about opportunities in their particular field or area of expertise and research interest
- Initiates, plans and provides training lectures and workshops for faculty and administrators on the University's specific procedures for application to external funding agencies/organizations
- Develops effective handbooks and training materials to assist faculty and administrators in the preparation of grants and contract proposals, budgets and post-award administration
- Assists faculty and administrators to appropriately interpret and accomplish post-award program objectives and preparation of reports and no cost extensions
- Conducts regular meetings with Title III activity directors and principal investigators

C. Provides effective direction, oversight and monitoring of all externally funded programs to facilitate and ensure institutional compliance with regulations and University protocols:

- Develops and implements appropriate policies and procedures to coincide with applicable pre- and post-award sponsored program and Title III compliance requirements
- Facilitates the institutionalization of Title III initiatives and new practices
- Coordinates Title III activities in a manner that will facilitate maximum effectiveness and utilization of program resources and personnel
- Provides oversight for post-award management, including assisting and ensuring that principal investigators properly requisition personnel (comply with all University appointment and hiring procedures), purchase equipment and procure other materials and supplies
- Reviews requests by external sponsors



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- Supervises the preparation and pre-approves all correspondence with external funding agencies and organizations, including:
 - Coordination of the preparation and negotiation of the Facilities and Administrative Rates Proposal and the Fringe Benefits Proposal submitted to the U.S. Department of Health and Human Services.
 - Preparation and submittal of financial statements and cost reimbursement billings to federal and private awarding agencies
- Reviews and pre-approves all award modifications, implementation schedule revisions, extension requests, and negotiates with funding agency/organization representatives concerning these issues
- Prepares and administers all sub-awards to partner institutions, as applicable.
- Directs the establishment and maintenance of essentials records and files related to sponsored program grants and contracts
- Administers and interprets applicable federal and/or State laws and regulations regarding grant implementation and ensures the University's compliance of awarding agencies' regulations of post-award activities, including:
 - Federal Acquisition Regulations (FAR).
 - The International Traffic in Arms Regulations (ITAR).
 - Export Administration Regulations (EAR).
 - Office of Foreign Assets Control (OFAC).
- Maintains a current working knowledge of the University's policies and procedures, including but not limited to: University services, activities and personnel policies
- Follows and ensures compliance with University policies, such as purchasing, contracts, personnel, etc.
- Ensures compliance with applicable recordkeeping and procedural regulations
- Ensures the confidentiality of all personal information relating to students and personnel; limits exposure to confidential information on a job-related and authorized need-to-know basis only
- Maintains an on-going customer satisfaction process
- Ensures a response to external inquiries within 48 hours

D. Professionally represents the University in liaison with external funding agencies/organizations and with University consultants

E. Serves as an effective liaison with the Title III Program Office, independent evaluators, and other external funding compliance officials

F. Provides effective oversight of the University's IRB Committee to ensure compliance with regulations regarding human subjects:

G. Develops and maintains effective communication channels for Title III and Sponsored Programs:



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H. Oversees and ensures the effectiveness of the *Title III/Sponsored Programs* intranet site through Share Point:

- Ensures that an up-to-date directory of principal investigators and their contact information is maintained on the intranet site.

JOB SPECIFICATIONS

Required Ability to:

- Effectively leads and directs the University's Title III and Sponsored Programs services and personnel to meet desired objectives.
- Directs, monitors, and facilitates the University's Title III and Sponsored Program activities to ensure the accomplishment of grant objectives.
- Researches and analyzes the effectiveness of Title III and Sponsored Programs operations to arrive at valid conclusions, recommendations, and plans of action.
- Exercises initiative and sound judgment in making decisions, in interpreting and applying internal policies and governmental regulations, in delegating responsibilities and in planning and analyzing Title III and Sponsored Programs services.
- Effectively plans, develops, and maintains the Sponsored Programs budget.
- Directs the efficient allocation and economical utilization of Title III and Sponsored Programs services, equipment and supplies.
- Conducts effective employment interviews and makes sound hiring recommendations.
- Conducts employee counseling sessions in a motivating manner, initiating disciplinary action recommendations through proper procedures, as necessary.
- Conducts effective meetings and training sessions.
- Effectively communicates through the development and composition of complex analysis reports and correspondence, and through related presentations to senior management.
- Effectively deals with individuals at all business levels and various situations that require tact, judgment, and the highest level of integrity.
- Relates to people in a manner as to win confidence, support, and understanding in the purposes, programs, and goals of the University.
- Professionally represents the University in a number of diverse settings, including active participation in industry and/or community associations and events.
- Effectively identifies safety hazards and initiate corrective action.
- Maintains detailed and accurate files and records.
- Maintains strict confidentiality in all matters pertaining to personnel and operational management matters.
- Effectively plans, prioritizes, coordinates, manages and directs multiple projects and activities with varied deadlines, requiring extensive follow-up and timely completion.
- Periodically works extended workdays and occasional weekends to meet desired objectives.
- Leads and positively supports University change initiatives established by executive management.
- Uses good judgment in recognizing the scope of authority.
- Consistently demonstrates responsibility, accountability, and dependability.



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- Demonstrates flexibility and willingness to periodically travel independently and work extended workdays and occasional weekends as needed to meet desired objectives.

Required Knowledge:

- Expert understanding of federal regulations and agency guidelines for grants management, sponsored research and Title III, including EDGAR, NSF, US DOE, NIH, NEA and NEH; A-110 and Circular A-21.
- Familiarity with issues of contract based research and development compliance.
- Knowledge of export control regulations, including:
 - Federal Acquisition Regulations (FAR).
 - The International Traffic in Arms Regulations (ITAR).
 - Export Administration Regulations (EAR).
 - Office of Foreign Assets Control (OFAC).
- Management practices within a higher education environment.
- Regulations governing higher education
- Accreditation standards in higher education.
- Effective general management practices.
- Computer skill familiarity with Microsoft Outlook, Word and Excel.

Proper use of English language, business English composition, spelling, and punctuation

Education, Training, Experience:

The above skills are *typically* acquired through the following *minimum* education, training and experience:

- A Master's degree from an accredited college or university
- Ten years related professional experience, with five years experience working in an Office of Sponsored Research at an institution of higher education and evidence of leadership success
- Five years of supervisory experience, preferably in higher education
- Evidence of ability to manage budgets effectively
- Experience in federal and state grant administration, including pre- and post-award activity and program evaluation strategies
- Demonstrated success in effective grant writing

Work Environment:

An individual in this position will be exposed to conditions typical of an office environment on a college campus.

Travel by automobile may periodically be required.

The position also requires the ability to periodically work under time pressure.

Individuals interested in applying for this position should forward their resumes to the Office of the Chief Staff at Shaw University through: viviang@shawu.edu