Position: Director, Office of Sponsored Programs

DEPARTMENT: Office of Sponsored Programs

IMMEDIATE SUPERVISOR: Executive Director, Research Foundation

POSTING DATE: March 6, 2020

CLOSING DATE: Posted until filled

SALARY: Range: $143k to $155k, Negotiable based on experience DOQ/E

Fulltime (100%)

BENEFITS: Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO’s and 7 HMO’s; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverages; paid federal and state holidays; a 403 (b) retirement plan with a 7% employer retirement contribution following 1 year of benefited employment, which vests immediately; for Director level employees, accrual of up to 25 days of vacation on an annual basis; stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees.

EXEMPT STATUS: Exempt

GENERAL NATURE OF POSITION:

The SJSU Research Foundation Office of Sponsored Programs (OSP) partners with SJSU’s Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. Fully committed to delivering best in class services, OSP serves as the central coordination point for all grants and contracts, and partners with principal investigators (PIs) to ensure compliance with federal, state, and institutional policies.

The ideal candidate will provide leadership for pursuit of grants and oversight of sponsored programs in alignment with San Jose State University Research Foundation’s mission and strategic plan to support San Jose State University. The Director is responsible for the administration and management of the Office of Sponsored Programs, ensuring compliance with all federal, state, and local administrative requirements and costing principles, regulations, grantor restrictions, and Research Foundation’s fiscal policies. This position supervises and supports an Associate director with issues related to externally-sponsored research activities and affiliated contractual requirements and manages $2.2 million department budget. The Director also provides strategic guidance and supervision to the Information Services department. The Director is responsible for establishing and maintaining effective communications with internal and external clients and customers, including University senior management, faculty, and community partners.
ESSENTIAL DUTIES & RESPONSIBILITIES:

1) Leads, directs and oversees the Research Foundation’s department of Office of Sponsored Programs (OSP) in keeping with the needs and competencies of the institution. Efforts range from implementing or modifying existing OSP protocols and procedures to increasing efficiency, overseeing the development of and writing processes for grants and contracts, and providing oversight to the Associate director of OSP in grant and sponsored program activities.

2) Participates with senior administration in the development of policies to promote grants and contracts which support the University’s objectives. Creates and fosters an environment of support for the University research community by developing strategic plans and implementing programs to increase external funding and contract support for faculty.

3) Provides financial and administrative oversight for $48 million in contracts and grants. Ensures proper financial and other institutional reporting. Manages department budget of $2.1 million.

4) Establishes and maintains productive, and cooperative communications and professional working relationships with University administrators, faculty, staff, federal, state and private agencies. Frequent communication with Principal Investigators (PIs) and administrative personnel regarding contracts and grants.

5) Administers and interprets applicable federal and state laws and regulations including agency guidelines for grants management and sponsored research including NASA, DOD NSF, US DOE, NIH, NEA and NEH and knowledge of Single Audit and the Uniform Guidance.

6) Provides guidance and support to the staff during audit and work with other departments in addressing audit issues.

7) Oversees intellectual property negotiations and conditions related to patents, copyrights, trademarks, and other technology transfer issues.

8) Guides Information Services department in identifying funding sources and opportunities for faculty. Supervises preparation of reports and studies regarding opportunities for external funding for research, review criteria and funding targets for proposal activity.

9) Participates in professional conferences or meetings. Serves on appropriate University committees as required.

10) Performs other duties, as assigned.

INTERPERSONAL CONTACTS:

1) Directly reports to the Executive Director of the Research Foundation.
2) Frequently and regularly interacts with the VP of Research and Innovation, AVP of Research, College Deans, Department Chairs, faculty, other university personnel; with sponsor agencies on a regular basis. With colleagues across all levels, internal and external.

SUPERVISORY RESPONSIBILITIES:

Supervises an Associate Director, Senior Manager of Information Services, three Senior Managers of OSP, and oversees additional fourteen staff members in the department.

QUALIFICATIONS:

1) Education and Experience
   • Bachelor’s degree in a related field or equivalent; and Master’s degree is highly preferred.
• Minimum ten years) experience in the full life cycle of the pre and post-award activity; familiarity with issues of research compliance; knowledge of federal agency practices, regulations and policies.
• Evidence of leadership success in comparable situations and of effective management of budgets.
• Minimum of 7 years of actual supervisory management experience, including mentoring, coaching and holding staff accountable for work performance and results.
• Experience analyzing contracts, legal documents and policies is required.
• Experience with improving workflow and information for customers is highly preferred.

Knowledge, Skills, Abilities Required

• Advanced level knowledge of the full life cycle of a Sponsored Programs Office including Information services, Pre-award, and Post award.
• Thorough knowledge and understanding of research administration, government relations and principles applicable to contracts and grants.
• Excellent communication skills, oral, written, and presentation.
• Excellent interpersonal skills to develop and maintain cooperative and productive working relationships with colleagues, senior administration, faculty, and representatives of various organizations and agencies.
• Ability to organize and prioritize tasks, to work independently, to maintain confidentiality, and to take initiative to improve upon current operations.
• Ability to work in an unusually fast paced work environment, and to be able to effectively manage multiple deadlines and tasks with diplomacy under pressure.
• Excellent judgment, and independent creative problem solving skills.
• Accuracy in the development of complex multiyear budgets.
• Working knowledge of Uniform Guidance and Single Audit processes and protocols.

2) Complexity of Duties

• Works on a variety of problems of very complex scope, where analysis of data or solutions requires an evaluation of intangible, variance factors. Exercises independent judgment in developing methods and evaluating criteria for achieved results.
• Must be able to act on critical issues in an independent manner. Must be able to represent the Research Foundation in any appropriate forum or before any appropriate agency.
• Erroneous decisions or recommendations, or failure to obtain certain results, would cause serious costs and adversely impact personnel and operations as well as programs.

3) Physical Requirements

• Must be able to operate a computer, including mouse and keyboard.
• Must be able to operate general office equipment.
• Must be able to sit and stand for extended periods of time.
• Must have a valid CDL along with a clean driving record.
• Must be able to travel on an occasional basis (25% time)
• Must have visual acuity associated with concentrated computer use.

PLEASE NOTE: This position is considered a “sensitive” position by both SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of employment.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

BENEFITS:
The comprehensive benefit package includes:

a) Ten company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage)
b) Free dental and vision for both employee and eligible dependents

c) Life, AD&D, LTD with supplemental coverage opportunities

d) 13 paid Federal & State Holidays

e) Retirement Plan: Employee Elective Deferrals and Employer non-elective contributions with immediate vesting

f) Vacation hours accruals and separate sick hours accumulations. Note: This level position accrues up to 25 days of vacation on an annual basis.

g) Employee Discounts

h) Paid Training and Conferences

APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application may be obtained from the Research Foundation through its website at http://www.sjsu.edu/researchfoundation/open/index.html.

An applicant may also apply in person by visiting the Research Foundation, located at 210 North 4th Street, 3rd Floor, San Jose, CA (corner of St. James and North 4th Streets)

Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code DIR OSP
210 North 4th Street
San Jose, CA  95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation

The San José State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/benefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic
partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.