



## Director, Sponsored Programs Foundation

Review: February 3, 2012

**(Job #11-96) Director, Sponsored Programs Foundation** Humboldt State University invites dynamic professionals, experienced in grant and contract management to apply for the position of Director, Sponsored Programs Foundation (SPF). This position is an Administrator III in the California State University Management Personnel Plan.

**Position Summary:** Annually HSU receives between 12-14 million dollars in external awards through the SPF, a 501c3 nonprofit auxiliary organization. The Director will provide day-to-day direction, oversight and management of the Sponsored Programs Foundation under the supervision of the Dean for Research & Sponsored Programs. The Director will supervise and evaluate all SPF staff, is responsible for operations of SPF, and ensure the SPF's missions are carried out according to campus directives, regulations, policies, and procedures; maintain currency with HSU and CSU regulatory requirements and make changes or recommend changes in policies and procedures to insure compliance; and ensure that staff members have appropriate training and support to maintain competency and currency in their respective positions and that business processes are effective. The Director must also become knowledgeable about the research administration regulations of contracting agencies.

**Duties:** Plan and provide orientation and training to the campus community related to submitting and managing sponsored projects; serve as the HSUSPF representative on all audit, compliance and accounting matters with on- and off-campus personnel responsible for overseeing and/or developing campus proposal(s) for facilities and administrative (indirect) cost rates; oversee campus approval procedures for submitting externally funded proposals and budget award process; develop and manage all aspects of the HSUSPF budget including investments, cash flow issues and properties; interpret and apply HSU, CSU and federal and state research regulations and policies for HSUSPF and the campus community; work to ensure HSUSPF's information technology capacity (computer hardware, and software) supports award administration; plan and implement pre-award support services for faculty and staff in consultation with the Dean of Research & Sponsored Programs; responsible for writing contracts and coordinating contract and agreement development with other campuses and agencies; provide advice and guidance regarding intellectual property issues and export controls; serve as an advisor to Principal Investigators/Project Directors on human resources issues regarding searches, hiring and evaluation procedures; communicate with SPF Board of Directors and provide all essential documentation regarding performance of SPF; and complete program reports to external agencies as required.

**Minimum Qualifications: Education & Experience:** Applicants will have a bachelor's degree in business, finance, accounting or related area. In addition, 7-10 years of administration experience in a sponsored programs, nonprofit organization office or for profit business is required.

**Knowledge, Abilities & Specialized Skills:**

- Specific experience in hiring, training, supervising and evaluating employees
- Experience with fund accounting, audits and fiscal management procedures
- Knowledge and working implementation of federal and State of California regulations regarding grant and contract administration
- Advanced writing and communication skills
- Knowledge and experience with electronic research administration systems Preferred: The ideal candidate will be able to demonstrate a successful track record in administering a university

**Compensation:** This position is a state position and covered by the California State University Management Personnel Plan, with an excellent benefits package. Under this plan, incumbents are subject to annual management reviews and serve at the pleasure of the University President. The salary is commensurate with experience and qualifications. Additional Management Personnel Plan information can be found at the following website: [www.calstate.edu/HRAAdm/policies/mpp.shtml](http://www.calstate.edu/HRAAdm/policies/mpp.shtml).

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**Application Procedure:** Applicants must submit a letter of interest, resume and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

**Application Deadline:** This position is open until filled. First review of applications will be Friday, February 3, 2012. Review of applications will continue until the position is filled.

This position is a “designated position” in the California State University’s Conflict of Interest Code. As such, you will be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**Human Resources**

Siemens Hall - Room 211

Arcata, CA 95521-8299

(707) 826-3626

Fax: (707) 826-3625

[www.humboldt.edu/jobs](http://www.humboldt.edu/jobs)

Email: [careers@humboldt.edu](mailto:careers@humboldt.edu)

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 3306

*Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate’s appointment. The cost of the fingerprinting is borne by the university.*

Publication Date: January 6, 2012

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.