



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Associate Vice President for Research Administration
Department:	
Reports To:	SVP, CFO

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Associate Vice President for Research Administration duties and responsibilities include oversight of pre-award activities, such as proposal preparation and submission, award negotiation and management, sub-award issuance and monitoring; post-award activities, including financial reporting, financial compliance, invoicing, costing, establishment of F& A and fringe benefit rates, audit and investigation support; electronic research administration; administrative oversight of regulatory compliance committees (including the use of human subjects, IRB, satisfying costing accounting standards (CASB) etc.

The Associate Vice President for Research Administration coordinates development and administration of externally funded research and sponsored program activities and ensures the University complies with all Federal, State and sponsor regulations regarding the programmatic and financial administration of funded grants and contracts. Ensures the use and awareness of best practices for research administration and implements systems and training programs to support the research mission.

Examples of Duties and Responsibilities:

- I. Supervises the operations of the research administration by ensuring best practices in the management of external sponsored project funding by facilitating:
 - a) information dissemination related to sponsored projects
 - b) submission of all sponsored projects proposals on behalf of Clark University
 - c) review and negotiation of sponsored project award agreements
 - d) expenditure review and approval related to funded awards
 - e) financial invoicing and reporting
 - f) audits
- II. Ensures use of appropriate technology to facilitate Office of Research Administration activities and data availability. Provides signature authority on agreements and other documents related to external funding.
- III. Ensures professional development and training for faculty and staff to assist in the submission of proposals and implementation of sound management of projects awarded to the University.

Ensures policy and procedure documents, website, and other tools for faculty and staff are available and maintained.

IV. Oversees strategic initiatives to enhance the research mission, including grant and contract compliance under federal laws and regulations. Collaborates with other stakeholders within and external to CAU.

V. Engages with representatives of federal and state government agencies, government officials, nonprofit organizations, and business and industry partners to develop projects and programs of mutual interest, and to address any questions or concerns about funded projects.

VI. Work collaboratively and in partnership with faculty researchers, department chairs, deans, administrative officers, and other offices at Clark Atlanta University to provide for the administration and compliance of sponsored project activities.

VIII. Develop institutional policies and procedures to ensure the University is in compliance with federal, state, and local laws related to the administration of grants and contracts. Remain current in research administration and research compliance policies and procedures and render recommendations regarding policies and procedures pertaining to research administration, as necessary.

IX. Directly or through staff, promote efforts to improve and simplify research administration, and provide ongoing oversight.

X. Develop, implement, and maintain standard operating procedures and policies for all aspects of research administration.

XI. Monitor project activity and ensuring that it is in compliance with applicable laws, regulations, and policies and procedures.

XIII. Supervise staff involved with pre- and post-award activities through the life-cycle of a funded project, including proposal review and submission, award review and negotiation, post award financial management, and close-out of the project.

XIV. Oversee project audit and any requests related to compliance.

XV. Remain current with federal contract and grant requirements, such as the Federal Office of

Management and Budget Circulars, and the Uniform Grant Guidance.

XVI. Monitors national developments in academic research funding and related regulations. Advises the Vice President for Research and Sponsored Program in all matters pertaining to research administration.

XVII. Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to develop and sustain strong inter-professional relationships with staff, multiple internal and external constituencies.
- Demonstrated supervisory, management, and senior-level administrative experience.
- Ability to identify grant and contract opportunities and help strategically lead comprehensive (often interdisciplinary) methods for the successful pursuit of these opportunities.
- Demonstrated experience in managing and providing organizational budget and program compliance oversight, financial reporting and compliance, audit, program reviews, etc.
- Demonstrated experience in managing and supervising staff; developing opportunities for the professional development of staff; working with Colleges/Schools (Offices of the Deans) in the promotion of research, strategies of the ongoing attainment of grants and contracts.
- Demonstrated experience working with an array of external constituents (i.e., federal agencies and organizations in the philanthropic, nonprofit, and corporate sectors).

Minimum Hiring Standards:

<i>Education</i>	Master's degree or equivalent in an appropriate field from an accredited College or University
<i>Years of Experience</i>	more than 10 years' progressively responsible experience in research administration, university administration, or related area including staff management experience.

Years of Management/Supervisor Experience	More than 10+ years
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