



BENNETT COLLEGE

Job Posting

Title: Assistant Director of Sponsored Programs

Date of Posting: 11/04/2022

Closing Date: Until Filled

Department: Office of Sponsored Programs

Reports To: Director, Title III & Sponsored Programs

GENERAL SUMMARY:

Bennett College seeks an experienced leader to direct the daily operations of the Office of Sponsored Programs. Under the supervision of the Director of Sponsored Programs, the Assistant Director will help develop, monitor and enforce appropriate policies and procedures for project implementation and will effectively collaborate with the Title III Activity Directors, Principal Investigators (PI), faculty, and staff to achieve objectives. The Assistant Director will also communicate an informed understanding of Title III objectives to all stakeholders, authorize all expenditures and manage budgets. The Assistant Director will also facilitate development and implementation of an effective process to evaluate and assess progress toward achievement of goals and objectives and will remain thoroughly informed regarding Title III policies and grant terms and conditions. The Assistant Director will also ensure adherence to all applicable college, state and federal requirements and will oversee the preparation and submission of required fiscal and annual reports to the U.S. Department of Education and other federal agencies.

ESSENTIAL JOB FUNCTIONS:

- Disseminate information to campus community on policy and procedural changes which impact sponsored programs activities; resolve problems arising during projects by working with principal investigators and department administrators.
- Work in conjunction with stakeholders to initiate, implement, and monitor strategic projects that address campus wide goals and objectives.
- Primary oversight of the timely and complete review and processing of grant and contract proposals to all sponsors for compliance with agency policies and procedures.
- Provides supervision of Title III HBCU, FUTURE and other sponsored programs spending plans.

- Remains current regarding Title III and U.S. Department of Education policies, grant terms, and conditions; ensure project compliance throughout grant period.
- Participates in professional development appropriate to the functions of the position, including national Title III meetings/conferences and Department of Education sponsored trainings.
- Provide orientation, training, and technical assistance to project activity directors, staff, faculty, and College personnel to ensure all parties remain current on regulations, policies, and best practices related to implementation of the Title III Plan of Operation.
- Provides program and budgetary oversight of all sponsored programs.
- Ensures appropriate use of federal funds; manage budget; and maintain budget controls.
- Reconciles monthly Time and Effort Allocation Reports and advises required correction.
- Reconciles with the Division of Business Operations and Finance authorized expenditures of Title III funds and sponsored program grants.
- Researches, plans, analyzes, and organizes technical and/or statistical information and develop data for use in briefing, publications, and reports with input from the Director of IPAER.
- Oversees program evaluation including the preparation and submission of financial and technical reports for the U.S. Department of Education and the College.
- Monitor sponsored and extramural grants for legal, financial, and program compliance including but not limited to ensuring that grant requirements are correctly documented in the grant files and database.
- Act as primary point of contact and steward to resolve problems and issues affecting research administration at all levels within the College and recommends measures to improve the effectiveness and efficiency of research administration services.
- Supports the mission, vision, and values of the College and attend College events and meetings.
- Performs other duties appropriate to the position and College priorities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Management and Leadership Skills:

- Subject knowledge of the grant lifecycle.
- An understanding of U.S. Department of Education policies, grant terms, and conditions to ensure project compliance throughout grant periods.
- Exceptional organizational skills.
- Experience with managing complex processes.
- Project management and evaluation experience, particularly with large scale projects.
- Demonstrated experience successfully managing or having responsibility over grants, including applying for grants, monitoring compliance, and reporting activities.

Technical Skills:

- Meticulous attention to detail and quality control.
- Experience with creating systems of accountability through assessment, use of data, report production, or other methods.
- Proficiency in all Microsoft Office applications and ability to reconcile large transactional files.
- Excellent written and oral communication skills employing technical writing.
- Data management experience, familiarity with data systems and business processes.
- Strong problem-solving skills.

Financial/Budgeting Skills:

- Financial or business analysis skills.
- Budget and personnel management experience.
- Demonstrated experience in monitoring budgets in accordance with applicable fiscal restraints and maintaining grant reports.

Interpersonal and Team Skills:

- Excellent interpersonal skills.
- Ability to work effectively and collegially with others.
- Excellent collaboration and team building skills.
- Professional, flexible and a can-do attitude.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in business administration, accounting, grant management, public policy, or related field. Bachelor's Degree in other directly related field with relevant work experience, training, or other equivalent qualifications will be considered.
- 3-5 years of successful grant writing, project planning and delivery of federal, sponsored and/or extramural grants, and financial management.
- 3-5 years of campus wide programming in Higher Education.

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at www.bennett.edu)
 - click on "Quick Links" at the top of the home page
 - click on "Employment Opportunities"
 - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.