

DIRECTOR OF SPONSORED PROGRAMS

Christopher Newport University, a selective, state-supported liberal arts and sciences university of 4,800 students and 237 faculty, seeks a Director of Sponsored Programs to expand and enhance its funded research programs. The position offers opportunities for growth and innovation as the Director works to encourage successful grant activity with federal, state, and local agencies and private partnerships. CNU is predominately focused on outstanding undergraduate teaching and learning, but offers degrees at the Master's level in three programs. The University is also enhancing its undergraduate research and service learning opportunities for students.

The Director will oversee contract and grant administration, including pre- and post-award functions. In this capacity, the Director will have primary responsibility for facilitating and expanding federal, state and local government grant submissions; serving as a liaison between faculty, university administration, and funding agencies; supporting the activities of the university Institutional Review Board, implementing and monitoring policies and systems, and overseeing compliance programs and audit processes. In addition, the Director will keep the college community abreast of funding trends; advise administrators about policies to support extramural faculty research and institutional compliance; and invigorate the campus climate with respect to expanding external funding and support. The Director will initiate outreach to faculty, and design communication mechanisms and training programs for faculty and staff in proposal development and grant administration. The position reports to the Vice Provost.

CNU is designing three major new academic buildings, including a Science Center, a substantial academic facility upgrade scheduled to be completed by 2012. The University is also implementing a new liberal learning core curriculum. The adjoining Mariner's Museum will relocate its world-class library and archive collection of maritime manuscripts and artifacts inside CNU's new Tribble Library. And Christopher Newport University is committing itself to the creation and development of several new Centers. These additions and changes will provide both granting opportunities and funding requirements in the areas of equipment procurement, faculty projects, outreach programming, undergraduate research, service learning, and curriculum development.

The ideal candidate will have a demonstrated track record of success in procuring and administering external funding for faculty research and institutional program initiatives in both traditional liberal arts disciplines and the sciences; experience developing and maintaining grant budgets, including monitoring of spending and compliance; experience that reflects creativity, innovation and cost-effective management; experience in pre- and post-grants administration and in assisting faculty and staff in preparing quality and competitive proposals; an ability to forge relationships with federal funding sources and knowledge of their grant-making and grant management policies and procedures; successful experience in planning and administration in a higher education setting; and strong interpersonal and written and verbal communication skills. Preference will be given to candidates with experience in the economic development arena, especially as related to electronic commerce; and proficiency in establishing and navigating databases and electronic proposal submission systems, specifically, grants.gov. Significant

relevant experience in the area of grants administration and a master's degree are required; a doctorate in a research-intensive field is desired. Salary is competitive and commensurate with qualifications. Preferred start date is January 3, 2008.

Christopher Newport University is located on the Virginia Peninsula between Williamsburg and Virginia Beach. The Hampton Roads area is a growing metropolitan corridor and features a number of major research facilities, such as the Jefferson Lab. For further information about CNU, please visit our web site at www.cnu.edu.

Office of Equal Opportunity and Faculty Recruitment
Director, Sponsored Programs Search

Search #WXYZ

Christopher Newport University

1 University Place

Newport News, VA 23606-2998

or to

mlmoody@cnu.edu

Review of applications begins **December 3 2007**.

Applications received after December 3 2007, will be accepted but considered only if needed.

Criminal history background check required for finalists.

Christopher Newport University, an EO Employer, is fully committed to Access and Opportunity.