

Assistant Director of Sponsored Projects

Posting Details

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Position Number:	127023
Title:	Assistant Director
Functional Title:	Assistant Director of Sponsored Projects
Category Status:	33-Exempt Regular
Applicant Search Category:	Staff
University Authorized FTE:	1.00
Unit:	INFO-College of Information Studies

Campus/College Information: Founded in 1856, University of Maryland, College Park is the state's flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

Background Checks Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify you from employment.

Position Summary/Purpose of Position: The Assistant Director of Sponsored Projects will lead a team of Business Managers who provide financial and administrative support to our faculty in the areas of pre- and post- award management, financial analysis, and navigation of the various administrative functions around campus. This position will lead the future development of structure and processes of this team as the College continues to grow and our faculty base and needs expands. A component of this position will be to work with others in the College to craft policies and procedures for Sponsored Projects services that align with various University, State, Federal, and other sponsor policies.

INFO is one of UMD's fastest-growing colleges on campus and we pride ourselves on hiring the best and brightest to work in our supportive and team-oriented environment. This is a unique opportunity to work with our dynamic faculty on wide ranging research topics – from wearable technology to digitizing historical records, social justice issues and more. INFO promotes a healthy work-life balance, an innovative and interactive performance review and development process and much more.

Benefits Summary **Top Benefits and Perks:**
[Exempt Benefits Summary](#)

Minimum Qualifications: **Education:**

- Bachelor's degree in related field.

Experience:

- 7+ years of professional experience in sponsored project administration.
- 2+ years supervisory experience.
- Experience working in a higher education environment.

Knowledge, Skills, and Abilities:

- Demonstrated leadership experiences and ability to develop successful working relationships with various stakeholders.

- Thorough understanding of federal grant regulations such as the OMB Circulars and Uniform Guidance with the ability to apply that knowledge to job duties.
- Familiarity with electronic proposal submission programs such as Research.gov, Workspace, Fastlane, and eRA Commons.
- Strong computer proficiency using MS Office with an emphasis in Excel, including spreadsheet creation and report production.
- Self-motivated and detail oriented with the ability to perform duties under limited supervision.
- Demonstrated organizational, analytical and problem-solving abilities with strong mathematical skills.
- Demonstrated ability to work in a team environment, share information, and work collaboratively.
- Ability to take initiative, analyze problems, prepare and articulate solutions.
- Dedication to providing excellent service to internal and external customers.

Preferences:

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- Masters degree in related field.
- Experience managing a team of professional staff.
- Demonstrated experience of successful team development.
- Experience with Workday financials.

Additional Certifications:

Additional Information:

- Candidates must be able to provide proof of eligibility to work in the USA. No visa sponsorship is offered for this position.
- The University also offers a comprehensive benefits package, including 22 Days Annual Leave; 15 Days Sick Leave; 3 Days Personal Leave; 15 Paid Holidays; Tuition Remission; Health, Dental, Vision and Prescription coverage.
- Women and minorities are encouraged to apply.
- If you need an accommodation in the application process, please notify iSchool HR at infohr@umd.edu

The College of Information Studies strives to be a diverse, equitable, inclusive, and welcoming environment. Hence, we strongly encourage applications from people who identify as members of underrepresented, underserved, and/or marginalized communities.

Salary Range: \$117,585 – \$124,117.

Job Risks

Not Applicable to This Position

Physical Demands

Sedentary work. The employee is not subject to any adverse conditions.

Posting Date:

07/24/2024

Closing Date:

08/13/2024

Open Until Filled

No

Best Consideration Date

Diversity Statement:

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. List of References (no emails sent from system)

Optional Documents**Posting Specific Questions**

Required fields are indicated with an asterisk (*).

1. * How did you hear about this position?

- LinkedIn
- UMD Job Site
- Personal Referral
- Washington Post
- Baltimore Sun
- Local Publication
- Chronicle of Higher Education
- Inside Higher Education
- INDEED
- HERC
- Hispanic Outlook
- Diverse Jobs
- HigherEdJobs
- Professional Journal
- Listserv
- Other
- SimplyHired
- CareerBliss
- Job Fairs
- Monster.Com
- Craigslist
- UMD Job Fair
- CareerBuilder