The University of Louisiana at Lafayette is seeking qualified candidates for an Associate Director of Sponsored Programs Finance Administration and Compliance (SPFAC) within the Division of Administration and Finance.

Under the general supervision of the Director, the Associate Director’s primary responsibilities include the negotiation of contracts with agencies and subawardees, oversight and maintenance of the University’s research compliance program, and export controls. Additionally, this position will provide support in the daily management of post-award and research financial operations and represent the office in the absence of the Director. The ideal candidate must possess and demonstrate effective leadership and management skills while exercising a wide range of independent judgment.

**Major Responsibilities**

- Review and negotiate all sponsored research agreements for favorable terms and conditions.
- Proven ability on the application and interpretation of Federal and State regulations, including OMB Circulars A-21, A-110, A-133 and the Federal Acquisition Regulations (FAR).
- Anticipate and manage compliance with the regulatory requirements, in areas such as, conflict of interest; research ethics; subcontract monitoring; effort reporting; and project closeout.
- Develop, implement, and manage the University’s export compliance program.
- Work with Office of Innovation Management on research related intellectual property matters.
- Assist the Director in the development and implementation of new policies and procedures.
- Design and implement a University-wide education program on research compliance.
- Serves as a point of contact with external sponsors regarding contractual matters.
- Produce monthly and periodic reports related to research activities.
- Complete other duties as assigned.

**Required Qualifications**

Bachelor's Degree with five years of experience in a sponsored programs office or similar university setting; Excellent communication and organizational skills; Demonstrated work related experience in interpreting and negotiating legal terms and conditions; Ability to develop and implement policies and procedures.

**Preferred Qualifications**

Master's degree with contract negotiation experience; Certified Research Administrator (CRA); Prior compliance and/or export control experience strongly preferred.

**Applicants**

Review of applications will begin immediately and continue until the position is filled.

Cover letter and resume should be e-mailed to:

David Schultz  
Director, Sponsored Programs Finance Administration and Compliance (SPFAC)  
dschultz@louisiana.edu