



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

Associate Director EEO# BO 20-14

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

Reporting to the Vice President of Administration & Finance, the office of Sponsored Programs Finance Administration and Compliance oversees post-award management, research accounting and financial reporting duties, training and education in the administration of sponsored projects, and audit responsibilities for the University. This position shall assist the Director in support of the daily management of post-award and research financial operations. The ideal candidate shall possess and demonstrate effective leadership and management skills while exercising a wide range of independent judgment.

Major Responsibilities

- Review/negotiate research agreements in conformance with sponsor terms and conditions, university policies, and federal regulations (Uniform Guidance, FAR, etc.)
- Anticipate and manage compliance with the regulatory requirements, in areas such as, conflict of interest, subcontract monitoring, effort reporting and project closeout
- Assist the Director in the development and implementation of new policies and procedures to ensure compliance and provide value added service to the research community
- Manage all aspects of Subawards, including drafting/negotiating contracts, monitoring burn rates and invoice approval, and closeout
- Participate in the development of campus communications, training, and outreach programs
- Maintain internal tracking of all research activities and produce necessary reports as needed
- Work with Office of Innovation Management on research related intellectual property
- Represent the office in the absence of the Director
- Complete other duties as assigned

Required Qualifications

Bachelor's Degree and a minimum of 5 years prior experience working within a sponsored programs office at a university or similar setting. Prior supervisory experience and advanced knowledge and understanding of sponsored projects, such as federal grants, foundation grants, and industrial contracts. Extensive work related experience in interpreting and negotiating legal terms and conditions.

Preferred candidate shall have a Master's degree and/or a Certified Research Administrator (CRA) certification.

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