



Seeking Candidates

Director, Office of Research Development and Administration

Eastern Michigan University (EMU), located in Ypsilanti, Michigan, is seeking experienced candidates to lead its sponsored projects team in the Office of Research Development and Administration (ORDA).

Competitive candidates will have experience managing all aspects of sponsored programs administration, including pre-award and post-award support services; contract review and negotiation; promoting and encouraging the development and submission of proposals for sponsored activity; managing and coordinating the application, review, submission, and award process; creating and maintaining reports on sponsored projects activity. Experience interacting and communicating with senior leadership and executive council members is important.

Primary duties of the ORDA Director include:

- Administer pre- and post-award support services for project directors, facilitate the coordination of business activities between EMU administrative offices supporting externally sponsored projects, ensure proposal submission systems are functional;
- Coordinate the activities of ORDA pre-award and post-award specialists;
- Ensure all proposals are reviewed and approved internally and authorize the submission of proposals on behalf of EMU;
- Review, in coordination with the general counsel's office, and negotiate sponsored project contract agreements on behalf of the University with industry, federal, state, and local sponsors.
- Prepare and maintain reports on the University's externally sponsored projects activity;
- Represent the University research enterprise, both internally with campus leadership and executive council members, and externally with federal, state, and industry sponsors; and
- Promote and publicize University research efforts, and provide support, and information to faculty through development, and maintenance of web pages, e-newsletter, social media, or other forms of electronic media.

EMU has seen growth in its sponsored activity in the past five years and is ranked nationally for its high research activity and doctoral programming, receiving R2 Carnegie Classification in 2018. ORDA is a full-service, one-stop-shop, with professional research administrators providing support from project conception to application preparation and submission, to spending and closeout. ORDA also plays a key function for the University as it manages the proposal approval process, contract and award negotiations, and the tracking of proposal and award information for the institution. Together with our faculty and staff, the ORDA team has made a significant difference in sponsored activity at EMU.

Please visit [Eastern Michigan University's job application site](#) if you want more information about the position or wish to apply.