**Position**: Director of Sponsored Program

**Location**: California Northstate University, Elk Grove, CA 95757

California Northstate University is seeking a highly motivated and experienced Director of Sponsored Programs to join our team. Reporting to the Chief Scientific Officer of the University, the Director will be responsible for managing the sponsored research program, which includes pre-award and post-award management of grants and the submission of grant proposals. The OSP director is expected to provide research compliance oversight.

As the Director of Sponsored Programs, you will lead the development and implementation of strategies to secure funding from various sponsors for research activities. You will work closely with faculty and staff to promote and support research activities, ensuring compliance with all regulations and guidelines governing sponsored programs.

You will be responsible for managing all aspects of the pre- and post-award process, including the development of grant proposals, budget preparation, project management, and reporting. You will also collaborate with external sponsors and partners to develop and maintain relationships and provide guidance and support to faculty and staff on grant management.

The ideal candidate for this position will have a bachelor’s degree and a minimum of 3 years of experience in sponsored research program management at a university setting. The candidate must have knowledge of federal, state, and private grant regulations and demonstrate excellent written and verbal communication skills. The ability to interact with diverse groups of people, strong organizational and project management skills, and a passion for advancing research are essential.

To apply for this position, please submit your cover letter, curriculum vitae, list of references, and any additional information to HR at hr@cnsu.edu. Review of applicants will begin immediately and will continue until positions are filled. If you have any questions regarding the position, please contact Dr. Ahsan at fakhrul.ahsan@cnsu.edu.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: e-mail: hr@cnsu.edu and/or telephone: (916) 686-7400.