

Director of Pre-Award Services

Posting Details

Job Title	Director of Pre-Award Services
Position Number	500086
Vacancy Open to	All Candidates
Department	RGH Office of Research Admin
Department Homepage	https://rede.ecu.edu/
Advertising Department	RESEARCH, ECONOMIC DEVELOPMENT AND ENGAGEMENT
Division	Research Economic Development & Engagement
Classification Title	Director-Professional (Other)
Working Title	Director of Pre-Award Services
Number of Vacancies	1
Full Time Equivalent (FTE)	1.0
Full Time or Part Time	Full Time
Recruitment Range	\$88,600 - \$98,600
Position Location (City)	Greenville
Position Type	Non-Faculty
Job Category	Non-Faculty Instructional & Research
Organizational Unit Overview	<p>The Division of Research, Economic Development and Engagement (REDE) is responsible for research policy and integrity, research administration and contract negotiations across ECU and leads economic and community engagement initiatives including partnerships with public sector agencies, industry, military, and other organizations in pursuit of scholarly activities, economic development and community engagement. The division directs new intellectual enterprises, including technology transfer. REDE is responsible for the following units under its umbrella: Office of Community Engagement & Research, Office of Continuing and Professional Education, Office of Human Subjects Protections, Office of Innovation & New Ventures, Office of National Security & Industry Initiatives, Office of Licensing & Commercialization, Office of Postdoctoral Affairs, Office of Research Administration, Office of Research Development, Office of Research Integrity & Compliance, Office of Undergraduate Research, and the Institutional Animal Care & Use Committee.</p>
Job Duties	<p>Under the direction of the Assistant Vice Chancellor for Research Administration and Finance in the Division of Research, Economic Development and Engagement (REDE), the Director of Pre-Award Services is responsible for the following:</p> <p>Manage day-to-day Pre-Award functions in the areas of proposal review and submission, award negotiation and acceptance, and award set-up. Serve as the subject matter expert and assist/train the Contract Officer and Sponsored Programs Officers in reviewing proposals for compliance with ECU policies, as well as identifying and resolving problematic terms and conditions and issues unique to collaborations. Prepare and submit revised budgets and payment schedules, to ensure that the appropriate rates (indirect cost rate and benefit rates) are applied and personnel cost, and other charges appear consistent with the scope of work. Respond to faculty requests for proposal development information as needed/requested. Effectively contributes to the on-going improvement of the unit and university processes, systems, outreach, education, and training initiatives and the mission of the Office of Research</p>

Administration.

Provide training and administrative oversight for contract negotiation, subawards, data use agreements and other sponsored program related agreements to ensure acceptability of terms and conditions and alignment with university policies and procedures and all compliance of federal and state regulations.

Hold delegated authority to evaluate and endorse proposals and provides assurances, representations, and certifications on behalf of ECU's nearly 800 proposals and signatory for nearly 500 awards totaling over \$70M annually in secured external funding support for research, teaching, training, service and other sponsored activities supported by public, private and foreign sponsors.

Provide effective supervision of assigned staff including position description development/management, hiring, mentoring/supervising, and corrective action when necessary, workload assignment, performance planning and appraisal. Recommend personnel actions to the AVC and provide supporting documentation for such actions as required by Human Resources.

Maintain in-depth knowledge of external sponsor regulations and act as a liaison between ORA and Associate Deans for Research, college level research administration research support offices, departmental administrators, and faculty investigators to interpret and communicate policies and procedures or specific agreement terms for institutional implementation. Stay abreast of current federal regulations and pending revisions, the Federal Acquisition Regulations, Code of Federal Regulations, cost accounting standards, North Carolina laws, and University of North Carolina System policies and reporting requirements to ensure continued compliance. Provide subject matter expertise to ORA staff, Associate Deans for Research, college level research administration personnel and departmental administrators, and faculty investigators.

Serve as a member of the ORA leadership team. Monitor operational performance of reporting units. Drive continuous improvements for quality and effectiveness of central research administration services. Track issues, make recommendations, and collaborate with the AVC to formulate resolutions to problems. Revise operating procedures and internal business processes to address problems and accommodate changes in the regulatory environment and growth in the sponsored programs portfolio. In collaboration with the eRA Systems Administrator, the Compliance Monitoring Officer and the Education and Communications Officer, develop/modify internal systems, processes, workflows, and reports to promote operational efficiency integrity. Foster and perpetuate a research administration culture of customer service, capability, empowerment, and success that is distinguished by high quality proactive oversight.

At the request of the AVC, represent the Office of Research Administration on internal, division, and university committees and task forces. Foster and perpetuate a research administration culture of customer service, capability, problem solving, empowerment, and success that is distinguished by high quality proactive oversight.

Serve as acting Director in Pre- and Post-Award in the absence of the AVC and as an Authorized Organizational Representative (AOR) for proposal submissions, award/contract receipt, award/contract modifications, subawards, financial reports/invoices, and non-sponsored project research-related agreements.

Perform special projects and other duties assigned by supervisor, including but not limited to assisting Pre-Award professionals in the areas of compliance, information dissemination, and back-up of the other Pre-Award team members in their absence.

Minimum Education/Experience

Relevant post-Baccalaureate degree with 5 years of progressively responsible experience in Pre-Award management and/or administration of externally sponsored activity, which includes at least 2 years of experience in contract negotiation for various types of sponsored programs agreements and at least 3 years of supervisory experience. For candidates demonstrating comparable experience and professional-level background in research administration, will accept a relevant undergraduate degree and 7 or more years of relevant experience in substitution. Knowledge of key compliance requirements as contained in 2 CFR 200 (Uniform Guidance). Knowledge of priorities, procedures, and the policies of key funding agencies such as NIH, NSF, NASA, DOE, and DOD. Familiarity with other funding sources such as foundations and industry.

License or Certification Required by Statute or Regulation

None

Preferred Experience, Skills, Training/Education

- Advanced degree in a relevant field.
- Certified Pre-Award Research Administrator (CPRA) or Certified Research Administrator (CRA). If no CPRA or CRA, then prefer candidates who can obtain certification within 12 months

of employment.

- At least 7 years of experience in Pre-Award management and/or administration.
- Supervisory experience in grants and contracts strongly preferred.
- Experience in a university setting.
- Excellent communication and interpersonal skills.
- Strong negotiation skills, tact and diplomacy.
- Advanced experience in using enterprise financial systems; Ellucian Banner experience is strongly preferred.
- Experience in use of internal proposal/award tracking systems; experience with InfoEd preferred.
- Experience in proposal preparation, submission and award management.
- Ability to work with minimal supervision and exercise independent judgment and discretion in all facets of the position.
- Ability to work individually or within a team and to think creatively and provide sound advice.
- Ability to independently manage multiple priorities with multiple deadlines in a dynamic environment while remaining service oriented.
- Ability to effectively manage change.

Special Instructions to Applicant

East Carolina University requires applicants to submit a candidate profile online in order to be considered for the position. Candidates must also submit a cover letter, resume, and a list of three references, including contact information, online.

Applicants must be currently authorized to work in the United States on a full-time basis.

Additional Instructions to Applicant

In order to be considered for this position, applicants must complete a candidate profile online via the PeopleAdmin system and submit any requested documents. Additionally, applicants that possess the preferred education and experience must also possess the minimum education/experience, if applicable.

Job Open Date

11/02/2021

Open Until Filled

No

Job Close Date - Positions will be posted until 11:59 p.m. EST on this date. If no closing date is indicated, the position may close at any time after the initial screening date.

11/30/2021

Initial Screening Begins

11/16/2021

Rank Level

Quick Link for Direct Access to Posting

<https://ecu.peopleadmin.com/postings/46159>

AA/EOE

East Carolina University is an equal opportunity and affirmative action employer and seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. We encourage qualified applicants from women, minorities, veterans, individuals with a disability, and historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to their race/ethnicity, color, genetic information, national origin, religion, sex, sexual orientation, gender identity, age, disability, political affiliation, or veteran status.

Individuals requesting accommodation under the Americans with Disabilities Act Amendments Act (ADAAA) should contact the Department of Human Resources at (252) 737-1018 (Voice/TTY) or ADA-Coordinator@ecu.edu.

Eligibility for Employment

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. ECU participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Office of Human Resources Contact Information

If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (252) 328-9847 or toll free at 1-866-489-1740 or send an email to employment@ecu.edu. Our office is available to provide assistance Monday-Friday from 8:00-5:00 EST.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please indicate where you learned about this job vacancy.

- LinkedIn
- Chronicle of Higher Education
- CareerBuilder
- Greenville Daily Reflector
- Raleigh News & Observer
- InsightIntoDiversity.com
- HigherEdJobs.com
- InsideHigherEd.com
- Monster.com
- Indeed
- ECU Website
- Other

Documents Needed To Apply

Required Documents

1. Curriculum Vitae/Resume
2. Cover Letter
3. List of References

Optional Documents