***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Assistant Director Sponsored Program Administration**

Job Family: Research Administration Sub Family: Sponsored Program

**Job Summary:**

The Sponsored Programs Administration Assistant Director directs and supervises overall research administration operations of the University’s activities in support of goals and objectives. The position collaborates with departments and faculty ensuring research process implementation and strategic research initiatives are consistent and in compliance with established guidelines, policies and practices. This position has the authority to formulate, affect, interpret, or implement management policies or operating practices. The Assistant Director also manages and mentors a team of sponsored programs professionals. The Sponsored Programs Administration Assistant Director works in Sponsored Programs Administration in the Office of Research and Development at the University of Maryland, Baltimore. Sponsored Programs Administration provides oversight and administrative support to investigators and departmental administrators throughout the life of sponsored projects to include submitting competitive proposals, negotiating agreements, and navigating the world of sponsored programs administration.

**Essential Functions:**

* Acts as primary point of contact and steward to resolve problems and issues affecting research administration at all levels within the university. Serves as primary liaison between internal and external stakeholders to SPA to ensure timely and thorough communication of activities, requests, policies, and practices regarding University research administration services.
* Assists the AVP in managing the recruitment, hiring, orientation, and professional development of the SPA staff, including day-to-day supervision, setting team goals and objectives, implementing team building strategies, employing outcome measures to evaluate goal attainment and productivity, formulating workload metrics, coordinating work assignments, reviewing work, evaluating staff, coaching, and development of procedures and manuals/guides to assist staff.
* Provides University direction and expertise in proposal submission; award execution; and overall research administration processes and compliance. Final approval and signing authority for sponsored programs agreements on behalf of UMB.
* Works closely with SPA Managers and assists the AVP in implementing strategic plans of internal operational initiatives for SPA. Develops metrics and associated quality assurance monitoring to evaluate ongoing functional programs and controls. Utilizes electronic tools to monitor and evaluate key performance indicators associated with the university’s research enterprise and determines strategies to enhance SPA’s specific processes and effectiveness. Develops, reviews, and approves SPA policies, procedures, and processes.
* Continuously assesses the SPA team’s ability to maintain high quality, value-added services to the University community and external stakeholders. Implements efficiency improvements and new, creative approaches where necessary to address increases in workload volume or complexity.
* Ensures alignment with SPA and campus-wide goals/objectives in order to promote maximum staff member benefit and effectiveness as well as overall functional productivity. Oversees short-term and long-range planning. Oversees compilation and preparation of Sponsored Programs Administration analyses, trends, and timely reports.
* Prepares and facilitates operational- and administrative- related meetings for SPA staff to ensure timely identification and resolution of issues for consistency in practices and methods and encourages effective and creative solutions.
* Interacts with and supports department support staff and Principal Investigators by sharing information that may increase the effectiveness of their work; providing continuing updates on university, school policies and procedures as applicable.
* Develops, prepares and facilitates a variety of workshops, meetings designed to increase awareness, visibility and may have potential impact on the university’s research activities.
* Establishes and maintains effective relationships with internal and external representatives of the University, providing seamless customer service. Facilitates effective communication and proactively represents the department and UMB both internally and externally. Serves on various committees whose functions relate directly or indirectly to the development and maintenance of cooperative working relationships within the University.
* Participates in the design, development, and implementation of electronic systems supporting SPA activities including, but not limited to, enhancement of data systems, integrating web pages and data systems to create electronic processes, and expanding data system reporting functions.
* Responsible for carrying out special projects and other duties as assigned by the AVP.
* Perform other related duties as assigned.

**Minimum Qualifications**

Education: Bachelor’s degree in business administration, public administration, or other discipline appropriate to position is required

Experience: Six (6) years of experience in the area of research administration

Supervisory: Three (3) years of direct management involved in recruitment, training, and professional development of staff

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1493H

SOC Code: 131190 IPEDS: Business

EEO6 Code: Professional State Code: 9359005

USM eCode: E40144 AAP Code: 3A