

Director of Sponsored Programs

Air Force Institute of Technology

The Air Force Institute of Technology (AFIT), at Wright-Patterson Air Force Base near Dayton, Ohio, seeks applications for the position of Director of Sponsored Programs. The Director of Sponsored Programs oversees both pre-award and post-award activity, develops and manages the Sponsored Programs Business Plan, and reports to the Dean for Research. Applicants must be citizens of the United States. If selected, the applicant must provide proof of citizenship, and obtain and maintain a security clearance.

Wright-Patterson Air Force Base is one of the U.S. Air Force's largest and most important installations. It is the birthplace, home and future of aerospace. By virtually any measure, "Wright-Patt" is the most diverse and organizationally complex base in the U.S. Air Force. This is where America's Air Force aircraft of tomorrow are conceived, developed, and acquired.

AFIT is the Air Force's graduate school of engineering and management as well as its institution for technical professional continuing education. AFIT is regionally accredited by The Higher Learning Commission (HLC), and the Graduate School of Engineering and Management offers 26 master's and 14 doctoral programs. According to the Carnegie Classification system, AFIT is considered a "Doctoral University – Moderate Research Activity." External research funding for over 125 graduate faculty has more than tripled since 2006 to \$25M in 2016, not including centrally-funded, full support for over 600 military graduate students. Research sponsors include a wide range of Department of Defense organizations, other federal agencies including the National Science Foundation, civilian universities, and industry.

Responsibilities

AFIT's Director of Sponsored Programs facilitates all aspects of the external sponsorship of research and educational programs in support of AFIT's Graduate School of Engineering and Management's mission. S/he leads over a dozen personnel in the Office of Research and Sponsored Programs, and:

- Integrates the "pre-award" project activities of the Office of Research and Sponsored Programs. Reviews/submits research proposals and oversees technology transfer functions, including Cooperative Research and Development Agreements.
- Integrates the "post-award" activities of the Office of Research and Sponsored Programs. Leads Resource Advisors to execute sponsor funds and manage project financial accounts.
- Develops and manages the Sponsored Programs Business Plan, including annual establishment of incremental direct cost rates and regular review of funding execution.
- Coordinates with other AFIT offices including personnel, academic affairs, and financial management to facilitate sponsor funding of 10-month civilian faculty intersessionals, research overhires, and other matters.
- Negotiates details of non-standard Interagency Agreements, Support Agreements, and other agreements, ensuring appropriate legal reviews of all actions.
- Responds to requests for sponsor program information from federal and state higher education agencies in addition to Air Force entities, integrating data from multiple AFIT offices.
- Instructs faculty and staff on topics including technology transfer procedures, proposal preparation, use of electronic research administration tools, budget management, and compliance issues such as Institutional Research Board requirements for human subjects research.
- Represents AFIT at regional and national meetings of institutional directors of sponsored research and programs to gather and disseminate information regarding best professional practices.
- Supervises personnel as assigned.

Qualifications

Applicants must possess:

- an earned master's degree,
- a minimum of three years' experience in a supervisory, team lead, or deputy head role, and
- the ability to communicate clearly and expertly (in English) in both oral and written forms concerning academic, administrative, and technical subject matters.

Preferred qualifications include:

- a relevant doctoral degree,
- successful leadership of large multi-functional teams with multimillion dollar budgets,
- experience preparing successful research proposals,
- ten or more years experience in an academic and/or federal environment directly relevant to the position duties,
- faculty experience at a regionally accredited institution of higher education,
- knowledge of current sponsored program management and research compliance trends,
- experience responding effectively to changing conditions, and
- ability to maintain positive working relationships with diverse personnel.

HOW TO APPLY:

Review the official announcement number AFMC-1994817-000000-9X-JED posted at www.usajobs.gov (<https://www.usajobs.gov/GetJob/ViewDetails/475926000#btn-req-docs>) and apply in accordance with the instructions under the "How to Apply" button. Applications will be accepted during the August 2-28, 2017 announcement period only, unless the announcement is subsequently extended.

Questions about the position or nominations may be directed to the Search Committee Chair, Dr. Heidi Ries, at email: heidi.ries@afit.edu

AFIT is a member of the NSF ADVANCE LEADER Consortium, and candidates are expected to share AFIT's commitment to this and other campus diversity initiatives. Members of historically under-represented groups are particularly encouraged to apply. AFIT is an Equal Opportunity/Affirmative Action Employer. We welcome applications from all qualified and eligible candidates.