**M7: Level Standards**

**GENERAL ROLE**

This level is accountable for providing management of a moderate- to notably-sized department charged with providing a variety of cross-disciplinary services. Incumbents should have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees.

Incumbents:

* Modify practices and procedures to improve efficiency and quality of service delivered by subordinate staff.
* Research and apply better ways to effectively achieve end results by, for example, arranging/rearranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities for subordinate staff, as needed.
* Set staff objectives, immediate- and/or long-term, as a means to fulfill departmental or division initiatives.
* Provide analytical, technical, and advisory support to more senior members within the same disciplinary track
* May determine how to achieve directives set by directors, at a department level.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under general direction.
* Seeks assistance only when unique situations arise, coupled with financial impact to the division, and political consequence.

*🡪 Context of Decisions*

* Work is focused on and regulated by specific division goals and milestones.

*🡪 Job Controls*

* Incumbents act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the division and departmental objectives.
* Subject to managerial controls through conferences, review of reports, and occasional departmental visits.
* Managerial controls are exercised on incumbents for matters of policy development and coordination, intermediate- and long-range planning, budgetary, and human resources based matters.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Problems are unique and unexpected.
* Challenges for problems arise due to lack of precedent or policy at a division or University level.

*🡪 Course of Resolution*

* Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches.
* Problem resolution should frequently require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division.

*🡪 Measure of Creativity*

* Incumbents are required to develop new policy for approval and conceptualize an implementation plan for new procedures or processes due to the new policy.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

**SCOPE AND MEASURABLE EFFECT**

* Manage a department of notable size, complexity, and significance that, in part, directly affects how well the organization to which the department belongs operates.
* Actions regularly affect a department or a project outcome with division-wide impact.
* Actions generally have a direct impact on controlling such things as program scope, staff size and nature of work, scope of services, operating budget, etc.
* Actions may have high-risk financial, compliance, political or safety implications.
* Performance results tend to related to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Provides oversight of a team(s) of grants and contracts professionals to ensure compliance with university and sponsor rules/regulations and all related requirements. Serves as University Signing Authority, provides final resolution on behalf of institution for a variety of matters.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under the general direction of a manager. Manages supervisors and/or professional staff. Frequently collaborates with other units across the university in support of research administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Oversees the implementation of sponsored programs administration and is responsible for the day-to-day delivery of services.
* Oversees team(s) of professional staff engaged in pre and/or post award administration; including certification of complete proposals and accurate reports for submission; may submit or oversee the submission of proposals and/or reports to sponsors on behalf of the University.
* Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations; provides mentorship to managers and other staff in the administration of sponsored projects.
* Signs grants and contracts and related documents as an institutional signatory and ensures proper institutional signature practices within their SPS unit.
* Serves as institutional liaison to departmental research administrators, faculty, sponsors, and others in such areas as interpreting policies, regulations, and statutes, analyzing needs and resolving complex, rare and unusual problems as they arise.
* Serves as a senior member of leadership team. Leads and joins activities to establish and update policies, procedures, processes, and initiatives. Leads and participates in special projects as requested by the director or associate vice president.
* Works directly with auditors to respond to questions and findings regarding grants and contracts.
* Manage department wide activities as assigned by the Associate Vice President.
* Represent director as requested at meetings and other activities.
* Performs related duties as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field and 8 years of experience, OR Master’s degree and 6 years of experience in sponsored program administration.
* At least two of years of experience supervising professional staff including evaluation and development.

**COMPETENCIES**

**Knowledge of:**

* Federal regulations, sponsor guidelines, and the Federal Office of Management and Budget Uniform Guidance as it relates to sponsored program activities
* University policies and procedures related to and affecting sponsored program activities
* University financial systems
* Principles and practices of employee supervision
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Develop financial reports
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Test and verify data during software upgrades and implementation
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management