As a senior level member of the OSP leadership team, actively partners and assists the Director of OSP in developing and implementing pre-award and post-award strategies, policies, programs, and procedures. Will actively participate and collaborate in developing and implementing new or modified processes that promote efficiencies and productivity.

The incumbent will provide overall management and oversight of approximately 200+ OSP accounts supporting sponsored grants or contract. The incumbent is directly responsible to actively supervise a team of Sponsored Programs Managers, OSP assistants, and student assistants.
The incumbent will also establish and maintain professional and effective communications, personally as well as across a number of platforms, with internal and external customers, including SJSU administrators, faculty, and community partners.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1) Provide active oversight and hands-on supervision to a team of Sponsored Programs Managers. Assist Director of OSP in developing and implementing pre-award and post-award strategies, policies, programs, and procedures. Also responsible to develop and implement new or modified processes that promote efficiencies and productivity, including direct oversight and assistance in the development and writing processes for grants and contracts.

2) Provide direct and hands-on supervision and direction to self-support team.

3) Provide exemplary customer service to all customers and clients, internal and external; to sponsors, administrators, faculty, researchers and staff by providing pre-award and post-award compliance functional knowledge, assistance, and do so in with expedient follow-up and problem identification and resolution.

4) Monitor compliance at differing stages of the external funding life-cycle to ensure compliance of federal, state, and local regulations, as well as CSU, SJSU, and sponsor requirements, guidelines, policies, and procedures.
   a) Review OSP policies and procedures components for inclusion and adherence to compliance guidance.
   b) Update policies and communicate, as appropriate.
   c) Review proposals and awards for adherence to compliance requirements.
   d) Review contract and subcontract templates for inclusion of applicable and mandatory clauses on an ongoing basis.
   e) Create, review, and negotiate contracts and subcontracts, including budgeting and editing, and ensuring that terms are acceptable to SJSURF and the California State University system.
   f) Provide proposal processing and award transition oversight.
   g) Provide sub-recipient monitoring support such as sub-recipient pre-award information review and subcontractor risk assessment.
   h) Manage quarterly and monthly pre-audit checklists.
   i) Assist with the preparation of responses to auditor requests for information.

5) Oversee and lead Sponsored Programs Managers to track and monitor account cash flow, analyze variance of revenue to expenditures, and assist the Financial Analyst in revenue projection.

6) Oversee and lead Sponsored Programs Managers in preparing financial reports and ensuring timely technical reporting in accordance with sponsor requirements; monitor and document cash and in-kind leveraging; administer federal flow down subcontracts.

7) Oversee and lead Sponsored Programs Managers in reviewing and approving all expenditures and cost transfers with consideration to sponsor restrictions, regulatory compliance (allowability), and availability of funds.

8) Actively participate and collaborate with senior administration in creation and development and implementation of strategies, policies, and processes to promote grants and contracts that support the Research Foundation’s objectives.
9) Provide financial and administrative oversight of sponsored contracts and grants. Ensure proper financial and other institutional reporting. Establish and maintain professional and effective communications and cooperative working relationships with University administrators, faculty, staff, federal, state and private agencies.

10) Administer and interpret applicable federal and state laws and regulations including agency guidelines for grants management and sponsored research including NSF, US DOE, NIH, NEA and NEH and knowledge of Uniform Guidance.

11) Collaborate with the Information Services department in identifying funding sources and opportunities for faculty including preparing reports and studies regarding opportunities for external funding for research, review criteria and funding targets for proposal activity.

12) Perform other duties, as assigned.

INTERPERSONAL CONTACTS:
1) Reports to Director, Office of Sponsored Programs.
2) Actively interacts with Research Foundation auditors and individual project auditors.
3) Actively interacts with AVP of Research, College Deans, Department Chairpersons, faculty, other university personnel, and sponsor agencies on a regular basis.

SUPERVISORY RESPONSIBILITIES:
Provides hands-on supervision and oversight to a team of Sponsored Programs Managers, student assistants and others in the department.

QUALIFICATIONS:
1) Education and Experience
   - Bachelor’s degree in related field or equivalent is required; advanced degree desired.
   - Minimum five years’ experience in research administration; familiarity with issues of research compliance; knowledge of federal agency practices, regulations and policies.
   - Evidence of leadership experience and success in comparable situations.

Knowledge, Skills, Abilities Required
   - Thorough knowledge and understanding of research administration, government relations and principles applicable to contracts and grants.
   - Knowledge of Uniform Guidance and FAR regulations.
   - Demonstrated excellent communication and writing skills.
   - Excellent interpersonal skills to develop and maintain cooperative and productive working relationships with colleagues, administration, faculty, and representatives of various organizations and agencies.
   - Ability to cultivate and maintain positive working relationships with external sponsor agencies.
   - Ability to prioritize tasks, to work independently, to maintain confidentiality, and to take initiative to improve upon current operations.
   - Ability to work in an unusually fast paced environment, and handle multiple deadlines and tasks with diplomacy under pressure.
   - Excellent judgment, independent creative problem solving skills.
2) **Complexity of Duties**

- Work on a variety of problems of complex scope where analysis of data or solutions requires an evaluation of intangible, variance factors. Exercise independent judgment in developing methods and evaluating criteria for achieved results.
- Must be able to act on critical issues in an independent manner.
- Erroneous decisions or recommendations, or failure to get results would cause serious costs, adversely impact personnel and operations as well as program.

3) **Physical Requirements**

- Must be able to operate a PC including mouse and keyboard.
- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Visual acuity associated with concentrated computer use.
- Must be available to travel on an occasional basis.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

**BENEFITS:**

The comprehensive benefit package includes:

- Ten company subsidized CAL Pers health insurance plans to choose from (employee contributions differ according to plan and level of coverage)
- Free dental and vision for both employee and eligible dependents
- Life, AD&D, LTD with supplemental coverage opportunities
- 13 paid Federal & State Holidays
- Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately
- Vacation hours accruals and separate sick hours accumulations. Note: **This level position accrues up to 25 days of vacation on an annual basis.**
- Employee Discounts
- Paid Training and Conferences

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment.

**APPLICATION PROCEDURE**

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at [http://www.sjsu.edu/researchfoundation/docs/Employment%20Application.pdf](http://www.sjsu.edu/researchfoundation/docs/Employment%20Application.pdf)

It may also be obtained from the Research Foundation through its website at [http://www.sjsu.edu/researchfoundation/open/index.html](http://www.sjsu.edu/researchfoundation/open/index.html).

An applicant may also apply in person by visiting the Research Foundation, located at 210 North 4th Street, 3rd Floor, San Jose, CA (corner of St. James and North 4th Streets)
Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code CO AD OSP
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation
The San José State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.