



COLUMBUS STATE
UNIVERSITY

ANNOUNCES A NATIONAL SEARCH FOR THE

Director of the Office of Sponsored Programs





Columbus State University, a comprehensive regional institution in west central Georgia, invites applications and nominations for the position of **Director of the Office of Sponsored Programs**. Housed under the Office of the Provost, the Director reports directly to the Vice Provost. The appointment will be effective July 1, 2020.

The Opportunity

Columbus State University (CSU), a senior educational institution of the University System of Georgia, offers undergraduate and graduate programs to more than 8,000 students across six colleges. Located approximately 100 miles southwest of Atlanta, the University has two campuses in Columbus, Ga., one of the South's most cosmopolitan cities and a cultural center for the region.

Ranked among the top regional universities in the South by *U.S. News & World Report*, CSU has been placed 30th among the Top Public Regional Schools in the 2020 rankings.

Affordable Colleges Online has ranked the University among the Best Online Colleges in Georgia. Three of CSU's online programs - business, graduate education, and bachelor's in nursing - have been recognized as being among the best in the nation.

The Position

The Director of the Office of Sponsored Programs (OSP) is responsible for the development and operation of the Office of Sponsored Programs. The office is organized around two important functions: Pre-Award Administration and Post-Award Administration. In addition to the Director, the Office is staffed with a Grants Manager and a Grants Accountant.

OSP's services are designed to assist CSU's use of grants to enhance teaching, research, and public service. These include proposal research and development, financial guidance, administrative oversight, and other research administration support services to faculty, staff, and students who pursue and receive grant and contract awards.

Working with a faculty advisory group that includes Human Resources

and Financial Services, the Director develops strategies and plans for improving and increasing research opportunities at the University, as well as expanding the campus, regional, and national profile of CSU and OSP.

Primary Responsibilities:

- Manage the Sponsored Programs office, including personnel and both pre- and post-award review and compliance, and assist in expanding the University's externally funded programs.
- Identify potential grant sources from federal, state, and local agencies, companies, and foundations to support faculty research, training, professional development, as well as departmental, college, and multi-institutional projects.
- Disseminate information about funding opportunities to faculty and staff on a regular basis and inform specific faculty and staff about opportunities in their areas of interest/expertise/research.
- Create and maintain systems for dissemination of information concerning external funding opportunities, application processes, compliance matters, and other grants-related information.
- Coordinate and assist grant writers with the gathering of institutional data for grant submissions.
- Coordinate with external partnerships and other institutions regarding joint efforts for funding.
- Work with Institutional Research and Effectiveness to develop and maintain boilerplate information about CSU that can be used for grant submissions.
- Collaborate with Business and Finance staff, Office of the General Counsel, campus departments, granting and government agencies, and others to ensure compliance with all required guidelines.

For more information on CSU, go to <https://www.columbusstate.edu>.



Columbus State University

Mission Statement

We empower people to contribute to the advancement of our local and global communities through an emphasis on excellence in teaching and research, life-long learning, cultural enrichment, public-private partnerships, and service to others.

- Actively collaborate with members of the campus community to remain engaged and aware of interests and funding needs.
- Work in cooperation with faculty, administrators, and staff to develop campus-wide professional development opportunities to promote interest and the skills needed for pursuing externally funded sponsored program opportunities.
- Coordinate and provide professional development activities to promote grant writing and external funding.
- Provide oversight of the administration of awarded grants and contracts to ensure compliance with applicable laws and regulations, contractual terms, and other requirements of the externally funded activity.
- Review proposal packages for external funding to verify compliance with University System of Georgia and institutional policies, applicable laws and regulations, and certifications.
- Facilitate effective internal review of proposed submissions, recommend approval of institutional proposals to the administration, submit grant proposals to external funding agencies or organizations on behalf of the university, prepare and disseminate award notices, and maintain essential records and files relating to grants and contracts.
- Advise the Provost, Vice Provost, and Budget Director on compliance with university policies, priorities, and funding implications.
- Coordinate with Institutional Research Board (IRB), Institutional Animal Care and Use Committee (IACUC), and Policy Coordinator on ensuring compliance with regulations regarding human subjects, animal research, and other areas, as necessary.
- Review all modification in awards, requests for extension and revisions in implementation schedules, and negotiate or assist principal investigators with the negotiations with agency representatives concerning these issues; supervise

Tim Howard, Ph.D.

Vice Provost



Dr. Tim Howard has served as the Vice Provost at Columbus State University since July 2019. He has had a distinguished 24-year career at Columbus State as an academic administrator and professor of mathematics.

He joined the faculty of Columbus State in 1995, earned tenure in 2000, and rose to the rank of Professor in 2004. Over his career, he has served as Chair of the Department of Mathematics, Assistant Director of Judicial Affairs, Interim Assistant Provost, Director of the Math and Science Learning Center, and Associate Dean of the College of Letters and Sciences. Prior to his career in higher education, Dr. Howard was an Edison Engineer with G.E. Aerospace in the Aerospace, Military & Data Systems Operations.

He holds a Bachelor of Science degree in Applied Mathematics, with a minor of Computer Studies, from Brescia University in Kentucky. His Ph.D. in Mathematics was earned from Georgia Institute of Technology, with additional graduate studies in Computer Graphics.



the preparation of correspondence regarding grants and contracts.

- Prepare and administer all sub-awards to partner institutions and agencies.
- Serve as the Institutional Authorized Organizational Representative for submitting and administering grants with federal agencies, such as DOE, NSF, and NIH.
- Provide an annual report on sponsored project activities, respond to requests for information and data regarding grant activity and sponsored projects.
- Perform other duties as assigned.

Qualifications

Minimum qualifications:

- Master's Degree in Business Administration, Public Affairs, or a related field
- Certified Research Administrator (CRA)
- Three or more years of experience in higher education sponsored projects, contracts, cooperative agreements, and grants administration with a proven track record of success
- Broad working knowledge of federal grant funding policies,

submissions, and pre-award and post-award management

- Experience in compliance management and a broad understanding of regulations relating to grants
- Understanding of federal regulations and agency guidelines for grants management and sponsored research, including NSF, US Dept. of Education, NIH, NEA, and NEH
- Knowledge of OMB Uniform Guidance 2 CFR 200, Cost Principles, and Audit Requirements for Federal Awards
- Knowledge of and experience with Grants.gov, NSF FastLane/Research.gov, ERA Commons/ASSIST, and other online proposal submission and reporting mechanisms
- Interpersonal effectiveness in working cooperatively with others to stimulate grant/contract submission and to handle people effectively while also assuring that all rules, guidelines, and required processes are met
- Attention to detail with ability to assure all grant/contract requirements are met
- Strong financial, audit, interpersonal, and computer skills

Quick Facts about CSU

- **Established:** 1958
- **Enrollment:** 8,000-plus students, including 1,436 graduate students
- **Degree Programs:** 81 undergraduate, 69 graduate
- **Faculty:** 292 (full-time), 222 (part-time)
- **Staff:** 865 (full-time), 492 (part-time)
- **Alumni:** More than 38,000
- **Economic Impact:** \$295 million (2017)
- **CSU Foundation Endowment:** \$64 million
- **Colleges and Schools**
 - College of the Arts
- Schwob School of Music
 - D. Abbott Turner College of Business
- TSYS School of Computer Science
 - College of Education and Health Professions
- School of Nursing
 - College of Letters and Sciences
 - The Graduate School
 - Honors College

- Knowledge of grant administration procedures, including principles, practices, and methods of grant administration and compliance, including accounting for multiple funding streams
- Strong interpersonal skills and the ability to develop relationships with a diverse range of internal and external partners
- Strong customer service skills and ability to collaborate with multiple stakeholders
- Excellent written communication skills, editing and proofreading skills, and the ability to communicate complex guidelines and regulations to a variety of constituents
- Ability to handle multiple priorities and meet deadlines
- Strong commitment to the mission and vision of the Columbus State University

A successful criminal background check is required as a condition of employment.

Columbus State University

Columbus State University has been preparing men and women for their future life paths for the past 61 years. CSU is a flourishing institution that is known for its quality, affordability, and unparalleled local support.

The University has a diverse student



population. While serving students primarily from the Southeast, it also attracts international students, with 20 nations represented in the enrollment.

CSU provides a creative, personal, and relevant college experience, which values diversity and inclusion in all manners. The University aspires to have faculty and staff reflect the rich diversity of its student body and the Columbus region.

With nationally distinctive programs in the arts, education, business, nursing, and more, the University offers undergraduate and graduate degrees, including a doctorate in education. CSU also provides a variety of online offerings, including full-degree programs, and an extensive continuing education program.

The University has two primary campus locations in Columbus: the original campus on 150 acres in midtown Columbus and a beautiful campus in historic downtown Columbus overlooking the Chattahoochee River. The original campus is located in suburban Columbus and houses programs in the sciences, business, and humanities. The other, called the

RiverPark campus, is on the banks of the Chattahoochee River and includes some of the country's most sophisticated teaching and fine and performing arts spaces.

Columbus State thrives on community partnerships to deliver excellence for students who want to achieve personal and professional success in an increasingly global environment. The University has a nationally recognized track record of partnership and outreach through efforts such as the Cunningham Center for Leadership Development, Coca-Cola Space Science Center, Oxbow Meadows Environmental Learning Center, Rankin Arts Center, and its own residence – the Spencer House – in Oxford, England.

CSU's RiverCenter is a cutting-edge performing arts facility. It houses three performance halls, a world-class organ, and the highly respected School of Music. The riverside art and theatre complex also includes two state-of-the-art teaching theatres, an art gallery, and an array of specially designed art classrooms.

CSU is a Division II member of the National Collegiate Athletic



Association. The Cougars field 13 intercollegiate teams.

Columbus, Georgia

Columbus is located on the western border of Georgia and has nearly 200,000 residents and a population total of 350,000 in the surrounding area. Within two hours of the capitals of Georgia and Alabama, the city has an engaged community that offers numerous activities and events that encourage participation and involvement.

Columbus offers both diversity and affordability. There are public and private schools, dozens of public parks, and quality housing options.

The city is known for its cultural arts, largely due to the RiverPark campus. The extensive offerings of visual and performing arts programs and special performers at CSU attract thousands of visitors annually.

For the water adventurer, Columbus is home to the world's longest urban whitewater experience on the Chattahoochee River. The city and supporting organizations breached two dams to create whitewater rafting, kayaking, tubing, river surfing and other river-related activities along a 2.5-mile stretch between Columbus and Phenix City, Ala.

Columbus provides a full array of dining, entertainment, and family adventures to explore. It also is home to world-class enterprises, such as Aflac, Synovus, W.C. Bradley Company, TSYS, and Fort Benning, the U.S. Army's Maneuver Center of Excellence headquarters.

The surrounding area offers many historic and fun activities. Franklin D. Roosevelt's Little White House, Andersonville National Historic Site, and the Jimmy Carter National Historic Site are nearby, along with state parks and museums. Callaway Garden offers visitors the wonders of southern natural woodland gardens and a butterfly center.



Columbus, Georgia

Application and Nomination Process

Confidential inquiries are welcomed, and **nominations** are invited.

1. To Apply - Application packet **must include**:

- a) Letter of interest
- b) Current curriculum vitae or resume
- c) Statement of Leadership Philosophy
- d) Unofficial Transcripts (Official transcripts from all institutions attended will be required prior to campus visit)
- e) At least five references with names, professional relationship to reference, addresses, e-mails, and current telephone numbers (References will not be contacted without applicant's consent.)

Additional information will be requested upon submission of an application packet.

2. Submit application packet to CSU-DirSP@myersmcrae.com (preferably as PDFs) by **February 18, 2020**, for best consideration. Submissions will be reviewed and considered upon receipt of complete application packet. Applications will be accepted until the position is filled.

Submit nominations to CSU-DirSP-Nominate@myersmcrae.com with complete contact and e-mail information for the person being nominated.

Emily Parker Myers, CEO, and **Jennifer Barfield**, Senior Vice President, of **Myers McRae Executive Search and Consulting**, are assisting Columbus State University with this search.



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Columbus State University is an Affirmative Action/Equal Opportunity Employer, Committed to Diversity in Hiring.