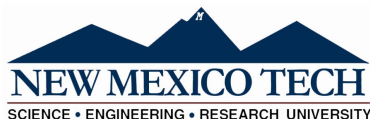


**Posted:** June 14, 2024



## POSITION ANNOUNCEMENT

**TITLE:** ASSOCIATE DIRECTOR, SPONSORED PROJECTS ADMINISTRATION

**DEPT:** SPONSORED PROJECTS

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** Negotiable

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** June 25, 2024\*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

Associate Director works with the Director to provide oversight of day to day operations of the department which includes central management of pre-award and post-award sponsored project administration. Activities include the preparation and submission of proposals to external funding agencies, negotiation and acceptance of awards, and management and administrative oversight of a diverse portfolio of private and public grants and contracts of varied complexity, ensuring compliance with all applicable agency, federal, state and Institute rules and regulations.

The Associate Director assists in the management of SPA personnel and participates in defining central SPA team members' roles and responsibilities across the life-cycle of an award, helps to establish individual, team, and office wide goals and objectives, and assesses and tracks workload volume and complexity. Assists in developing SPA policies and procedures necessary to achieve compliance with all applicable regulations related to accounting and internal control. Assists with monitoring SPA's annual operating budget and providing faculty training.

### JOBS FUNCTIONS:

Assists in oversight of daily operations of NMIMT's Sponsored Projects Administration Office as described above. 70%

Maintains knowledge and references to ensure that all sponsored project financial and contractual procedures are in compliance with current applicable laws, regulations, rules, and practices. 20%

Works with the Cost Accounting department on audits and works externally with other departments, agencies and businesses to ensure the accuracy and integrity of the Institute's accounting records. 10%

### REQUIRED QUALIFICATIONS:

Master's degree - Area of study: Accounting, Business Administration, Public Administration, Law or other related field with a minimum of 15 hours of accounting. Expert Knowledge of the Federal Acquisition Regulations, 2 CFR 200, Governmental Accounting Standards, Fund Accounting Theory and Methodology, and cost accounting requirements. Experience supervising a talented and highly qualified staff including all Research Administrators and the Business Administrative Specialist. Experience analyzing complex contracts, legal documents, and policies. Skill to efficiently gather, analyze and summarize data and essential features of research administration issues. Working knowledge of Sponsored Research Accounting, Budgeting, Payroll Procedures, Property Accounting procedures, especially accounting for federal property, and Travel Procedures.

Familiarity with College and University Business Administration, Purchasing Policies and Procedures, Human Resources Policy and Procedure. Knowledge of Personal Computer hardware and software. Demonstrated ability in personal computing spreadsheets, word processing and data base programs (MS Assess, Excel and Word preferred). Ability to create useful management accounting reports for Executive Management. Ability to interpret accounting and financial reports both internal and external. Ability to anticipate issues or needs of internal staff, faculty and departmental Administrators who may lack sufficient information to ask appropriate question.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

|                 |   |
|-----------------|---|
| 0 - 15 pounds   | F |
| 15 - 30 pounds  | O |
| 30 - 50 pounds  | S |
| 50 - 100 pounds |   |
| 100 + pounds    |   |

**PHYSICAL DEMANDS:**

|              |             |             |          |
|--------------|-------------|-------------|----------|
| Standing 10% | Sitting 75% | Walking 15% | Pulling  |
| Pushing      | Lifting     | Stooping    | Kneeling |
| Crawling     | Climbing    | Reaching    | Other    |

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)