

Position Profile:
Director of Sponsored Programs Services
June 2022



**WASHINGTON STATE
UNIVERSITY**

www.wsu.edu

THE INSTITUTION

Founded in 1890 in Pullman, Washington State University (WSU) is Washington's land-grant university with an overarching mission of improving the quality of life for all citizens – locally, nationally, and globally. WSU is committed to innovation and excellence in research and scholarship. WSU has a current enrollment of nearly 30,000 undergraduate, graduate, and professional students and approximately 6,400 faculty and staff at its five campuses (Pullman, Spokane, Tri-Cities, Vancouver, and Everett), as well as its numerous other locations across the State of Washington and online through its Global Campus.



WSU is one of the country's top public research universities. It is governed by an independent ten-member Board of Regents. The University's 11 colleges include the Colleges of Agricultural, Human, and Natural Resource Sciences; Arts and Sciences; Business; Communication; Education; Engineering and Architecture; Honors; Nursing; Pharmacy; Veterinary Medicine, and the new College of Medicine. WSU provides excellent opportunities for graduate study in 79 master's degree programs and 65 doctoral degree programs, and three professional degree programs within the colleges located in Pullman, Spokane, Vancouver, Tri-Cities, as well as through WSU's Global Campus.

WSU is ranked as a "highest research activity" institution by the Carnegie Foundation and is in the top 12 percent of research universities as reported by the National Science Foundation. Also, WSU was recognized by the Carnegie Foundation for the Advancement of Teaching for its engagement activities with its Community Engagement Classification.

WSU employs approximately 6,400 faculty and professional staff and the University deeply values diversity among its faculty, students, and staff. WSU students represent

diverse social, economic, and ethnic backgrounds: approximately 23 percent of WSU students hail from outside the state of Washington, and approximately 5.7 percent are international students. WSU annually awards approximately \$414 million in scholarships, grants, loans, and other financial aid.

Intercollegiate athletics play an important role at WSU, and "Cougar Pride" is evident throughout the state of Washington. More than 500 student athletes compete at the NCAA Division I level as members of the PAC-12 Conference, nicknamed the "Conference of Champions."

WSU operates as an integrated university, with all campuses adhering to the same set of practices and policies— known as OneWSU: degree requirements are similar across campuses; all instructors and researchers, regardless of their location, are considered part of one faculty; and the offices of finance and administration are regarded as distinct, but highly integrated components of one division. WSU has been redefining its administrative and operational structures to ensure delivery of an integrated set of services while allowing each campus autonomy and a clearly defined identity. To learn more about the University's *OneWSU* initiative, [click here](#).



WSU's annual revenues exceed \$1.3 billion per year with grants and contracts, tuition and fees, and state operating appropriations contributing 70% of the total revenue. WSU's endowment is \$1.3 billion, including \$665 million from the WSU Foundation and \$643 million in land-grant endowments.

THE OPPORTUNITY

Recognizing the increasingly important role of post award research administration support in fulfilling the strategic mission of the University, a sizable funding investment has been provided to the Office of Sponsored Program Services. Empowered with this funding investment, advisory support from external consultants,

and positive support from university leadership, the Director will lead the continued transformation of sponsored program services at WSU including growth in the total staff size and realignment of team structure and services based on close collaboration with Huron consulting. The Office benefits from the support of the Workday Modernization team and the Director collaborates closely with them to identify opportunities for technology improvements to meet the needs of the Office and the University.

As the leader for the Sponsored Programs Services Office, the Director leads four direct reports and a staff of approximately 40 members in overseeing office operations and services which are provided university wide. Soon after hire, the Director will also have opportunity to hire an Assistant Director to serve as second in command. The Director provides oversight of developing processes and policies for effective fiscal administration of the full cycle post award process, from receipt of a sponsored agreement through completion of the period of performance and closeout.

Using their leadership and communication skills, the Director works with WSU Campuses and Departments as an expert resource for customers on post-award policy, procedure and best practices related to the administration of sponsored programs and compliance with federal and other regulations. The Director is a positive voice in leading change as part of ongoing transformation of research administration support at WSU.

The Director actively participates in the WSU Research community by facilitating a monthly research administrator meeting with grant managers from departments system wide. The incumbent represents the Division of Finance and Administration at the Research Council, a meeting consisting of vice chancellors and associate deans of research system-wide. The Director also serves as a member of the Executive Director and University Controller's senior leadership team.

Strategic Leadership, Policy and System-wide Compliance (30%):

Establish and implement short and long-range organizational goals and objectives for Sponsored Programs Services and the post-award research community; monitor and evaluate programmatic and operational effectiveness for post-award research administration across the WSU system; interpret state and federal regulations; develop and implement policy and procedure for the WSU system. Provide expertise wherever needed related to policy and procedure affecting Sponsored Programs Services.

Interpret and explain those policies, rules, and regulations to staff and department personnel. Develop cooperation and collaboration with sponsored projects stakeholders across the WSU system; provide innovative and strategic leadership to oversee compliance with applicable legal requirements; develop and implement programs to meet those requirements. Serve on extramural committees and task forces related to research administration, such as WSU's Research Council and Associate Deans & Vice Chancellors for Research Council, and the PAC12 Research Administration, Accounting and Compliance (RAAC) working group. Maintain professional connections with industry thought leaders through the National Council of University Research Administrators (NCURA), among others.

Direct Sponsored Programs Services Operations (30%):

Leading 4 direct reports, responsible for the administration of accounting, research administration and compliance operations in Sponsored Programs Services. Oversee and ensure compliance with all state and federal regulations and policies pertaining to Sponsored Programs Services. Maintain departmental service standards: ensure high level customer service for internal customers, sponsors and suppliers. Interface with other administrative departments and organizations of the University and provide information and assistance on a timely basis as a service-oriented function. Develop and maintain the knowledge base necessary to provide effective fiscal and research administration support to the WSU community. Responsible for project management for the university's Negotiated Indirect Cost Rate Agreement (NICRA) rate development and proposal process and working collaboratively with University Accounting's cost accounting team to maintain an updated Disclosure Statement (DS-2). Direct staff to compile, download and prepare monthly management reports. Provide accurate and timely reports to federal state agencies and other University departments. Develop and implement unit Strategic Plan and goals. Contribute to and promote the Finance and Administration and University Strategic Plans and goals. Develop and regularly report on departmental and individual performance metrics. Maintain a team atmosphere of continuous improvement and regularly measure, assess and offer proposals for process improvement. Participate as a member of the Controller's Management Team. Serve on university wide operational committees and work groups related to Sponsored Programs including the Research Administration Community (RAC), and Pre- and Post-Award Working Group ("P2").

Sponsored Programs Systems Implementation, Stabilization, Management and Optimization (20%):

Oversee the development, coordination, and implementation of relevant systems as they relate to Sponsored Programs Services. Act as functional subject matter expert for accounting systems used in SPS processes. Make recommendations and execute plans for process improvements, partnering with other departments as needed. Work with functional experts for interfacing systems to ensure transfer of processes and data work effectively and securely. Develop and maintain documentation on the use of accounting systems. Oversee and coordinate testing efforts during system stabilization and optimization. Provide regular input and suggestions for improving accounting systems related to Sponsored Programs Services. Represent the Business Services/Controller's Office on various teams and work groups.

Personnel Management & Supervision (15%):

Perform personnel management functions related to Sponsored Programs Services. Provide daily management guidance to within Sponsored Programs Services including leadership and teambuilding. Foster effective team development and partnerships within Sponsored Programs Services and with other areas across the WSU system. Model effective teamwork principles. Assist staff with complex problems. Supervise employees and provide technical knowledge base. Interview and select applicants: act upon leave requests: assign and schedule workload. Conduct performance evaluations for assigned staff, including assessment of performance based on service standards and objective productivity metrics. Ensures consistency in annual review process of second level subordinates. Take corrective action when needed and make recommendations regarding disciplinary action when needed. Maintain positive relationships with WSU system constituents, resolve issues where they arise and bring departmental needs into discussions surrounding policy and procedural changes where practical.

Other Duties (5%):

Perform other duties as assigned.

Required Qualifications:

Positions require a Bachelor's degree in a relevant field and six (6) years of progressively responsible relevant experience, which has included at least three (3)

years of managerial experience. A Master's degree in a related field may be substituted for up to one (1) year of the required experience. Education and experience can be tailored to fit the specific organizational entity/directorial assignment.

Additional Requirements:

- Experience processing post award sponsored projects in a large and complex organization.
- Previous experience supervising and leading a multi-functional team or unit.
- Experience with Microsoft software programs such as Outlook, Excel, Access, Word, and PowerPoint.
- Demonstrated effective interpersonal, written and oral communication skills.
- Demonstrated experience interpreting and applying laws, rules, policies and procedures.
- Demonstrated ability to interact with large groups and individuals at all work levels.
- Working knowledge of Uniform Guidance (2 CFR 200).

Preferred Qualifications:

- Experience leading or directing post award sponsored program administration in a large and complex organization (i.e. an R1, land grant portfolio, administered across a multi-campus system, including a Veterinary and/or Medical School). Experience implementing, using and overseeing grant accounting in a complex modern accounting system, including report development.
- Moderate to advanced skill level with Microsoft software programs such as Outlook, Excel, Access, Word, and PowerPoint. Experience in a modern Enterprise Resource Planning system such as Workday, Banner or Peoplesoft.
- Familiarity with Washington State University policies and State of Washington codes and regulations.
- Master's degree in a related field.
- Relevant professional credentials, such as Certified Research Administrator (CRA).

THE LOCATION

This position will be located on the Pullman campus. A hybrid schedule is available after an initial period of onsite work.

Pullman, WA

Pullman is a town of approximately 34,000 people located in southeastern Washington, 75 miles south of Spokane.

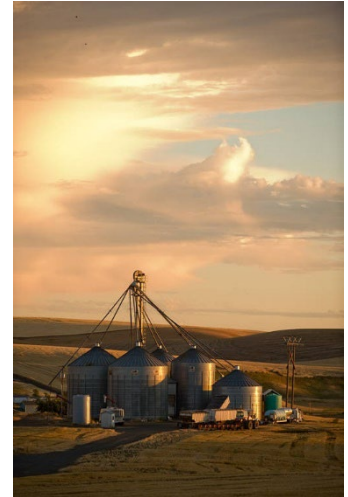
Pullman offers the stimulation of a research university in a small town living environment. It is close to mountain ranges, scenic lakes, and rivers in an area that offers excellent outdoor activities. Commuting is easy in Pullman; you can make your commute part of your daily exercise program as it's easy to get around by bicycle and on foot. The city maintains 15 miles of paved bicycle and pedestrian paths.

Interwoven within Pullman are 18 parks with over 145 acres of land. Each has its own unique features and recreational opportunities.

The Pullman School district as a whole rates in the highest category according to GreatSchools.org. Ratings are driven by students' stellar performance on standardized tests. US News & World Report ranks Pullman High School among the top 30 best high schools in the state. Nearly half of Pullman High students participate in Advanced Placement® coursework and exams.



Pullman lies at the heart of one of the world's great agricultural regions. That means you can enjoy locally sourced foods and fabulous local dining. WSU has the largest organic teaching farm in the country. Through its Community Supported Agriculture program you can buy local, organic produce directly from the farm. You can also buy fresh, local produce at farmers' markets in Pullman and neighboring Moscow.



To learn more about living in Pullman, visit:

Chamber of Commerce: <https://pullmanchamber.com/live-in-pullman/about-pullman/>

City of Pullman: <https://www.pullman-wa.gov/>

Palouse Scenic Byway: <https://www.youtube.com/watch?v=xjrF3GlyKSw>