



Nueta Hidatsa Sahnish College

Position Description

POSITION: Director of Sponsored Programs

DEPARTMENT: Presidents Office

ACCOUNTABLE To: President

LOCATION: New Town, ND Campus

CLASSIFICATION: Full-Time

FLSA STATUS: Exempt

PAY RANGE: \$70,000 - \$80,000

Nueta Hidatsa Sahnish College (“NHSC”) is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

POSITION SUMMARY

The Director of Sponsored Programs position is responsible for establishing, developing, maintaining and advancing the management of grants at NHSC. The Sponsored Program Director will also be responsible for the managing and soliciting of grant activity by identifying relevant grants for faculty and staff members.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Author institutional grant proposals and assist campus partners in developing funding proposals that align with NHSC institutional priorities
- Identifies research interests pertaining to funding opportunities that represent a good match to the institution.
- Works with faculty and staff to stimulate and support successful submission, awarding and execution of grants and contracts.
- Processes and administers in a manner consistent with laws and institutional regulations.
- Assures that all staff and faculty obtaining grants are familiar with issues related to compliance programs
- Establishes a process to ensure regular review of accounts and transactions to ensure compliance and timely closeouts.
- Develops and makes recommendations for policies and procedures along with practices to ensure the administrative requirements are made
- Maintains current knowledge of federal regulations as it relates to sponsored awards.
- Assists in overseeing all elements of pre-award and post-award activity including the proposal and preparation
- Serves as liaison between the academic department, research centers and funding agencies.
- Works with the Business Office reviewing financial planning, management and quarterly variances as needed for research related expenses

- Assist faculty with developing and reviewing budgets, review documents for accuracy, consistency, thoroughness, and compliance with guidelines and regulations.
- Provide regular reports to the President and CFO on all grant submissions and awards.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Must have extensive knowledge of database management, software applications, research designs, sampling, statistical analysis and ability to interpret data. Experience working with a broad spectrum of grants.

Skills: Must possess excellent written, verbal and interpersonal communication skills. Applicant must be able to multi-task. Candidate must possess computer skills relevant to classroom and educational administrative setting. Including Word, Excel and PowerPoint. Capability to create and present data reports.

Abilities: Must exhibit excellent leadership capability. Must be able to perform assigned duties with minimal supervision. Must be able to establish effective working relationships with students, faculty, staff and outside agencies.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualification: Bachelor's Degree required plus 3 years work experience with sponsored programs development.

Preferred Qualifications: Master's Degree with three to five years' experience working with grants and contracts preferably in a college setting. Experience working with research grant funding.

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, curriculum vitae, and three (3) references to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sahnish College
301 College Dr.
New Town, ND 58763
sprosp@nhsc.edu

Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Opportunity Employer