

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – College Sponsored Programs Administrator

Preparation Date: 1/2/2013, edited 29 July, 2015

Function of Position:

2/5-time, 12-month staff position responsible to the Vice President for Academic Affairs and Dean of the Faculty for administering and promoting sponsored programs activity and student fellowship advising at the college.

Duties and Responsibilities:

1. Research grant and other external funding opportunities, and match potential external funding opportunities to the appropriate faculty or staff member, who would serve as the principal investigator or director of the funded program; develop effective relationships with appropriate program officers; facilitate effective relationships between Wartburg faculty and staff and external program directors. (20%)
2. Provide support for the writing of proposals to external funding agencies to request funding and other support; take the lead in preparing certain proposals, including writing the body of the proposal. (15%)
3. In partnership with the college business office, provide post-award support to successful principal investigators and project directors; assist with internal and external communication regarding budgets and programs; ensure that principal investigators and project directors are aware of key deadlines and reports. (10%)
4. Take primary responsibility for ensuring that all principal investigators and project directors are complying with all relevant internal and external guidelines and regulations. Keep current with all relevant governmental and private guidelines and regulations. In consultation with the Vice President for Academic Affairs and the Vice President for Advancement, create appropriate forms, policies, and documents to ensure uniform compliance with all internal and external guidelines and requirements; provide training to faculty, staff and students as appropriate. (10%)
5. Coordinate student fellowship advising, selection, application and support: take primary responsibility for competitive student fellowships, including, but not limited to, NSF, Goldwater, Fulbright, McElroy (25%)
6. Work closely with the Advancement Office on initiatives and activities that require coordination with that office. In particular, provide support for certain grant programs that are institutionally driven and are specifically designated as such by the Advancement Office. (20%)
7. Perform other related duties as assigned.

Supervision:

Specific work objectives are developed by the staff member in close consultation with the supervisor. The employee plans and arranges his/her own work and as necessary consults with the supervisor in prioritizing tasks. The employee will also coordinate with the Vice President for Advancement as appropriate.

Qualifications:

Bachelor's degree and experience in higher education.

Excellent communication skills and the ability to work on a team.

A strong appreciation for the liberal arts college environment and mission.

Effective problem solving and budget management skills.

Entrepreneurial perspective with regard to revenue generation from outside sources

A Master's degree and relevant experience in higher education are preferred.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.