

**Position Announcement  
Associate Director  
Office of Contracts and Grants (OCG)**

The Office of Contracts and Grants is responsible for the pre-award and post-award administration of sponsored projects. Each year, the office reviews, approves, and submits 2000 proposals with a total value of nearly \$1B; reviews, negotiates, and accepts 1500 awards with a value of nearly \$260M; and provides administrative oversight for over 3000 active sponsored accounts. The office has an FTE of 21, a budget of approximately \$1.5M, and reports to the Vice Chancellor for Research and Dean of the Graduate School.

The Associate Director supervises both Pre-Award and Post-Award and is responsible for the everyday management of the office. The Associate Director coordinates contracting and subcontracting, compliance, provides liaison with Sponsored Project Accounting and is authorized to sign proposals, awards, and subcontracts.

In addition, the Associate Director:

- Assists the Director with planning, faculty/staff training, and the development of policies, procedures and business practices;
- Orients and trains the OCG staff;
- Represents UCB to the campus and University community, sponsors, and regulatory agencies, including external auditors;

**Minimum qualifications:** Baccalaureate degree; 7 years experience in research administration or a related field; 5 years supervisory experience; understanding of university environments.

**Preferred qualifications:** Masters degree; experience working with faculty in a research intensive environment; thorough understanding of research regulations and policy; demonstrated leadership ability; team focus; excellent communication skills; familiarity with research information systems.

**Salary range:** \$75,000 - \$95,000 depending upon education, experience, and qualifications.

**Application Information:**

Submit a cover letter describing your interest, experience and qualifications, a detailed resume, and contact information for three professional references to:

Chair, Associate Director Search Committee  
c/o Chandra Tjandrasa, Program Assistant

Via e-mail: [Chandra.Tjandrasa@colorado.edu](mailto:Chandra.Tjandrasa@colorado.edu)

Via Mail:  
OCG  
University of Colorado at Boulder  
3100 Marine Street  
572 UCB  
Boulder, Colorado 80309-0572

**Review of applications will begin immediately and continue until the position is filled.  
Applicants are strongly encouraged to apply by August 15, 2006.**

**Note:** The successful candidate will be subject to a criminal and financial background check prior to hiring.

The University of Colorado is committed to diversity and equality in education and employment.