



Assistant Vice President For Grants, Research, and Sponsored Programs

California State University, Bakersfield is seeking a full-time, 12-month Assistant Vice President for Grants, Research, and Sponsored Programs.

Duties and Responsibilities

Under the general direction of the Provost and Vice President for Academic Affairs, the Assistant Vice President (AVP) for Grants, Research, and Sponsored Programs (GRASP) will focus primarily on securing extramural funding that contributes to the institution's priorities and commitment to academic excellence in teaching and learning. The AVP plays a critical role in the planning and achievement of the ambitious vision of making CSUB the leading institution of the California State University system.

The AVP will assist administrators, faculty, and students in all phases of award competition and management, including project concept development, identification of funding sources, proposal and budget development, approval processes, award negotiations, post-award administration, quality, regulatory, and fiscal compliance, reporting, and grant closure. The AVP will manage all activities associated with post-award administration to ensure compliance with sponsored program requirements, CSU and CSUB policies, and all applicable federal provisions in OMB Circulars A-21, A-110, and A-133.

Other duties will include responsibility for institutional oversight of fiscal management, including ensuring appropriate cost sharing/matching commitments and direct and indirect cost recovery; preparation of a wide variety of reports required by federal, state, local, CSU, and campus organizations regarding quality, regulatory, and fiscal compliance; authoring and maintaining research policies and operating procedures for campus employees receiving external funds; assessing and evaluating the impact of implemented policies, and executing changes as needed; monitoring legislation and appropriations that impact sponsored programs; training and supporting Principal Investigators; and serving as the campus contact to federal, state, and local awarding agencies for matters relating to sponsored program administration and fiscal management.

The AVP will be responsible for managing the GRASP office, its activities, budget, operation, and personnel, and will perform other duties as assigned.

Qualifications:

Candidates must possess an earned doctorate and a record of scholarship and teaching which will merit academic appointment in an appropriate discipline. The candidate must have experience in significant grant acquisition; administering contracts and grants; should possess recognizable potential in academic administration; and be able to work cooperatively and collegially with faculty, staff, students, the community, and regulatory agency personnel.

Compensation:

This appointment is in the Management Personnel Plan. Salary is dependent on qualifications and experience. The CSU provides an attractive benefits program.

General Information:

The campus is located on a 375-acre site that is an oasis on the growing western edge of metropolitan Bakersfield. It is comprised of 30 buildings, providing classroom, laboratory, administrative, and technical support facilities. CSUB has an enrollment of over 7,000 students, and serves a socially and ethnically diverse population of 750,000 in an area over 8,000 square miles. The city of Bakersfield (population 300,000) is located in the southern San Joaquin Valley and also serves the Lancaster/Palmdale area (Antelope Valley) in the Mojave Desert, which has a similar population base. Both areas, despite being two of the fastest growing metropolitan areas of the country, have one of the **lowest housing costs in the state**. The city of Los Angeles, the Pacific Ocean, Mojave Desert, and Sierra Nevada mountains are all within a one to two hour drive from either campus. See our website at: <http://www.csub.edu>

Application Deadline:

For full consideration, applications should be submitted by February 1, 2009; however, the search will remain open until filled.

To Apply:

Please submit a concise letter of application, current vitae, grant acquisition history, and a list of five references with contact information.

An email with attached word documents will be accepted. Please email to: Linda Phillips, Search Committee staff support at: lphillips3@csub.edu or mail to the address below. Upon submission, all application materials become the exclusive property of Cal State Bakersfield and will not be returned.

A [CSUB Employment Application form](#) must be completed, signed, and mailed to:

GRASP AVP Search Committee
Office of the Provost, 59 ADM
CSU Bakersfield
9001 Stockdale Highway
Bakersfield, CA 93311-1022



CSUB fosters and appreciates ethnic and cultural diversity among its faculty and students and is committed to increasing the diversity of its faculty to reflect the diversity of the campus community. Applications from women, ethnic minorities, veterans, and individuals with disabilities are welcome.