



**Associate Vice President  
For Grants, Research, and Sponsored Programs**

California State University, Bakersfield is seeking a full-time, 12-month Associate Vice President for Grants, Research, and Sponsored Programs. We seek a candidate with a history of grant-funded research or creative activities, administrative experience, and a commitment to working collaboratively with a diverse administration, faculty, staff, and student body.

**Duties and Responsibilities:**

Under the general direction of the Provost and Vice President for Academic Affairs, the Associate Vice President (AVP) for Grants, Research, and Sponsored Programs (GRaSP) primarily focuses on implementing a strategic agenda to secure and manage extramural funding and elevating the profile of grant writing and scholarly activity. This funding contributes to the institution's priorities and commitment to academic excellence in teaching and learning, provides resources to support scholarly and creative activities, scholarships and support for students, and infrastructure. The AVP for GRaSP plays a critical role in creating and fostering a campus wide culture that values scholarship and that grows the scholarly activities of faculty and students. The AVP upholds academic excellence by supporting and promoting faculty-student research, community focused projects, research-based partnerships, and campus centers. The AVP is actively committed to communicating with faculty about available grants and opportunities for them to build their grant writing skills. The AVP is expected to actively support diversity, equity, and inclusion in all facets of GRaSP-related activities.

The AVP assists administrators, faculty, staff, and students in all phases of award preparation and management. This includes ensuring that there are clear, inclusive, and transparent grant policies, procedures, and organizational structure for pre-award and post-award that delineates the role of all the various units involved. Pre-award activities overseen by the AVP include project concept development, identification of funding sources, proposal and budget development, submissions, approval processes, and award negotiations. Additionally, the AVP will aid PIs in managing their grants to meet the objectives, as well as quality, regulatory, fiscal, and reporting requirements, and grant closure. The AVP participates in post-award administration to ensure compliance with sponsored program requirements, CSU and CSUB policies, and all applicable federal provisions in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Other duties include working with a faculty advisory committee to craft and maintain research policies and operating procedures for campus employees receiving external funds; responsibility for institutional oversight of fiscal management of grant proposals, including ensuring appropriate cost sharing/matching commitments and direct and indirect cost recovery; preparing reports required by federal, state, local, CSU, and campus organizations regarding quality, regulatory, and fiscal compliance; generating reports focused on annual goals and productivity measures; assessing and evaluating the impact of implemented policies, and executing changes as needed; monitoring legislation and appropriations that impact sponsored programs; supporting the various needs of PIs; developing effective and persuasive communication strategies to garner campus and community support; serving as the campus contact to federal, state, and local awarding agencies for matters related to sponsored program administration and fiscal management; and participating in the CSUB Auxiliary for Sponsored Programs Administration oversight.

The AVP provides leadership for an effective and efficient GRaSP office, its activities, including staff growth and development, budget management, policies, and procedures development, and performs

other duties as assigned. The AVP also oversees pre-award compliance and the Institutional Review Board (IRB), the Institutional Animal Care & Use Committee [IACUC], and the Unmanned Aircraft Systems Review Board (UASRB). The GRaSP office administers the Research Council of the University (RCU) as well as the Student Research Scholars (SRS) and the Travel Support for Student Researchers (TSSR). The AVP is expected to support these programs through securing both extramural as well as intramural funds. Campus research centers are operated with help from GRaSP in reporting and following Chancellor Office policies.

**Qualifications:**

Candidates must possess an earned doctorate degree and a record of scholarship and teaching that merits academic appointment in an appropriate discipline. The candidate must have significant experience in large grant acquisition; contract and grant administration; 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. The candidate must have an ability to implement strategies to increase the number, quality, and competitiveness of grant submissions and awards aimed at supporting the overall advancement of units/departments, schools, and the University. The candidate must be able to oversee an operation that will support PIs in adhering to laws, regulations, and policies relating to Human Subjects research, Animal Welfare, Intellectual Property, Conflicts of Interest, and other research compliance related activities. The ideal candidate has strong analytical reasoning, budgeting, and forecasting abilities.

**Compensation:**

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

**Mandated Reporter:**

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**General Information:**

Centrally located on a 375-acre site in the southern San Joaquin Valley, California State University, Bakersfield is home to the Roadrunners — moving forward at lightning speed and championing intellectual progress. CSUB continuously rises in national rankings for its economic value and commitment to student success. Its students are brilliant and increasingly diverse — with most graduates remaining in the Valley to solve our region's complex challenges.

The university serves more than 11,000 students at either the main campus in Bakersfield or at CSUB Antelope Valley, and counts approximately 60,000 alumni from its four schools:

- Arts and Humanities
- Business and Public Administration
- Natural Sciences, Mathematics and Engineering
- Social Sciences and Education

The university offers 57 undergraduate and graduate programs. In addition, CSUB Extended Education offers many professional development opportunities, certificates and degree programs to the community.



As part of NCAA Division I, the university is home to 16 athletics teams competing in the Big West Conference.

CSUB is the only public university within 100 miles. It is fully accredited by the Western Association of Schools and Colleges, Senior College and University Commission (WSCUC). As a designated Hispanic Serving Institution, the university is committed to diversity, social justice, and equity. Many of its students are the first generation in their families to attend college, and they are known as trailblazers achieving new heights of success.

**Application Deadline:**

For full consideration, applications should be submitted by Monday 28 February 2022; however, the search will remain open until filled.

**To Apply:**

Completed applications must be emailed to **Kristin Warner** ([kwarnar2@csub.edu](mailto:kwarnar2@csub.edu)) by **5pm on Friday, February 18th, 2022** (extended). Review of applications will begin on **February 21st, 2022** and will continue until the position is filled.

Kristin Warner  
AVP-FA Search Committee Staff  
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Please include the following in the subject line: AVP GRaSP Search Committee

**California State University, Bakersfield** is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.