

CORNELL UNIVERSITY
Director, Office of Sponsored Programs

Cornell University (www.cornell.edu), founded in 1865, is a private endowed university and the federal land-grant institution of New York State. It is a member of the Ivy League and a partner of the State University of New York. With fourteen schools and colleges—seven undergraduate units and four graduate and professional units in Ithaca, two medical graduate and professional units in New York City, and one in Qatar, Cornell is among the world's most respected universities.

Cornell has a highly active, world-class research faculty that has enjoyed success attracting external funding from government agencies, corporations, foundations, and other sources. Current funding levels, through FY'04, are approximately \$500 million, of which over \$350 million comes to principal investigators at the Ithaca campus. NSF, NIH, DOD, NASA, USDA, and other government agencies account for approximately 64% of research expenditures; other major sources are foundations and other not-for-profit organizations (10%) and corporate partners (5 %). Ithaca PI's work in an immense variety of fields within nearly every non-medical discipline, collaboratively and individually pursuing discoveries within traditional academic disciplines as well as under the auspices of dynamic inter-disciplinary centers and institutes such as the Cornell Nanofabrication Center, the Cornell High Energy Synchrotron Source, the Cornell Theory Center, the Laboratory for Elementary-Particle Physics, and the National Astronomy and Ionosphere Center. For additional information about Cornell's research programs, visit www.research.cornell.edu.

Charged with overseeing the entire research enterprise at Cornell, The Office of the Vice Provost for Research is led by Senior Vice Provost for Research, Robert Richardson, the faculty head of research. The Office of Sponsored Research (OSP), one of the departments within the Office of the Vice Provost for Research, is the primary office responsible for support of Cornell's sponsored projects activity. The Director of OSP reports to the Vice Provost for Research Administration, Charles Fay, and communicates with the Senior Vice Provost on matters of institutional policy.

OSP provides faculty with a full spectrum of services from proposal review and submission through award closeout. 18 of the staff positions in OSP are currently dedicated to grants and contract management. The remaining four slots are for information systems professionals, led by an Associate Director, who maintains and enhances Cornell's proprietary research MIS, Ezra, and sundry other applications.

The Director independently manages the activities of the Office of Sponsored Programs (OSP) and has overall responsibility for supporting faculty and other university staff in pursuing and conducting sponsored research and outreach. S/he is instrumental in establishing policies and procedures to maximize opportunities for support of faculty research and to create an environment conducive to such scholarship. The Director also

has a major role in assisting the institution with minimizing its compliance risks associated with sponsored programs.

The successful candidate will have demonstrated management and leadership skills coupled with extensive experience in the field of research administration, including current electronic research administration initiatives. Experience with research contract negotiations, knowledge of regulations governing grant and contract administration, including OMB Circulars A-21, A-110, A-133, Cost Accounting Standards, FAR, and other laws are required. Individual must be capable of superior performance in a high pressure, deadline-driven environment. Familiarity with the academic research environment and ability to interact and identify with the research and academic community and their interests is important. Data systems design and development experience is desirable.

For further information or to apply, contact Katie Dean, Senior Vice President, Opus Search Partners, Inc., by email at katie.dean@opuspartners.net. Please send resumes electronically.

*Cornell University is an Equal Opportunity/Affirmative Action Employer.
Minorities and women are especially encouraged to apply.*