



## **Associate Vice President for Sponsored Programs Administration & Executive Director of Augusta University Research Institute (AURI)**

Augusta University

*Premier Public Comprehensive Academic & Research University and Integrated Academic Health Center*

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### **Position Overview**

Augusta University (<http://www.augusta.edu>), a premier public research university and academic medical center, announces a national search for Associate Vice President for Sponsored Programs Administration. We welcome applications and nominations.

Reporting directly to the Senior Vice President for Research, the Associate Vice President for Sponsored Programs Administration and Executive Director of Augusta University Research Institute (AURI) will be responsible for providing leadership, support, and strategic direction for all sponsored programs administration.

The Associate Vice President for Sponsored Programs Administration is responsible for leading the Division of Sponsored Programs Administration, overseeing all aspects of proposal review and submission, negotiation of award terms and conditions, compliance with administrative and fiscal award terms, as well as identifying and resolving issues through the life-cycle of an award. The chosen candidate will also be responsible for responding to the needs of researchers, to be supportive of research processes, infrastructure, and procedures in place at AU, and to work collaboratively with AU Executives, Deans, the Office of Legal Affairs, and Leadership to foster a positive, productive and growing research environment.

Serving *ex officio* as the Executive Director for Augusta University Research Institute (AURI), a separate 501(c)3 organization, the incumbent will work collaboratively with the Board of the AURI, providing quarterly reports, and an annual operating budget. She/he will provide recommendations and opportunities for reinvestment in AU research programs, research incentive programs and will be responsible for responding to and supporting the recommendations of Leadership.

The Associate Vice President for Sponsored Programs Administration oversees and collaborates with AU Executives, Deans and leaders, as well as external sponsors and agencies, to ensure compliance, efficient execution, and cooperation in the execution and management of sponsored programs/projects. She/he will also be responsible to collaborate with other research stakeholders in a cooperative coordination of financial and non-



financial award management, contract negotiations (i.e. material transfer, Data Use Agreement (DUA), and clinical trial awards, etc.), sub-award management, export controls, biosafety, Conflict of Interest (COI), effort certification, A-122 A 133 and Code of Federal Regulations (CFR) compliance.

The position is responsible for maintaining knowledge of and responding to changes in federal government requirements, sponsor terms and conditions, shifting levels of funding, and the financial and cash management of sponsored projects. The incumbent will oversee administrative processes, lead strategic planning, and develop strategic initiatives for sponsored programs administration. She/he will be responsible for developing goals, objectives, and strategies and implementing operational plans in accordance with the direction of the AU Research strategic plan.

Augusta University is seeking a dynamic and accomplished academic and research executive who can work effectively in a highly matrixed and relationship-driven culture. The Associate Vice President for Sponsored Programs Administration must be an experienced leader, with proven ability to think strategically and execute plans deliberately and with great success. This visionary leader will have effectively managed growth and process improvement in a complex and dispersed but system-oriented environment. He/she must embrace the values of Augusta University - Collegiality, Compassion, Excellence, Inclusivity, Integrity, and Leadership - and lead through respect, humility and intellectual curiosity.

## **Key Attractors**

- Career advancing opportunity to serve as Associate Vice President for Sponsored Programs Administration and Executive Director of Augusta University Research Institute (AURI) with a seat at the leadership table for a nationally prominent and growing institution.
- The opportunity to join a university poised to become one of the nation's preeminent public research universities and integrated academic health centers with a record of commitment to academic teaching, research, scholarship, service, and healthcare.
- A rare opportunity to play a key role in advancing the research capabilities of the nation's next great academic and research university & integrated academic health center influencing pivotal decisions that will define, shape and elevate the future of an evolving research institution. Bring your best ideas, create the ideal model, and make your mark while building a lasting legacy within an environment where you will be engaged, heard and affirmed.
- Becoming the key executive overseeing AU Sponsored Programs Administration and the Augusta University Research Institute (AURI) on behalf of a nationally acclaimed academic, research and healthcare enterprise with a documented commitment to excellence in education, involvement and integration into the community, and an ongoing commitment to building superior facilities, technology, and material resources.
- Geography, climate, demographics, and ambiance combine to offer a superb quality of life in a highly desirable locale where family members will discover a warm, open, highly educated community that offers an outstanding array of amenities, services and cultural opportunities.



## **Principal Accountabilities**

### ***Administrative & Financial Functions***

- Demonstrated skill to oversee daily administration of the Division of Sponsored Programs Administration and oversee all Sponsored Program activities with proven abilities to: develop effective administrative compliance procedures; assure proper resource allocation; identify funding sources; facilitate funding acquisition; develop effective regulatory compliance; ensure recordkeeping; and administer systems for all grants and awards.

- Proven leadership experience and skill sets to oversee the complete life-cycle of Sponsored Programs Administration including but not limited to: pre-award responsibilities for coordination, review and approval of documents requiring institutional/administrative approval; all regulatory and compliance office requirements as required by law, policy or agreement/grant/contract have been met; Post-Award responsibilities that include award receipt, account establishment, expense and budget management, invoice issuance and reconciliation; Account Closeout activities; development of reports to ensure compliance with requirements of sponsors, local, state, or federal sponsors/agencies; effort reporting; and development and negotiations of AU's Federal Facilities and Administrative Cost Rate Agreement.
- Track record of leadership success in maintaining and expanding research/contract opportunities and providing on-going support for the development of grants and contract opportunities.
- As Executive Director for AURI, develop, oversee and manage the AURI accounts, expenses, and budgets ensuring the following: preparation and completion of quarterly reports and annual summaries; preparation of annual budget and planned development/investment opportunities; provision of support for annual external audit processes; management and oversight for all expenses, investments, and acquisitions.

### ***Management and Leadership***

- Provide leadership, direction, and management of all staff and activities within the Division of Sponsored Programs Administration ensuring that all contractual and financial obligations are managed and compliant with institutional, state and federal regulations.
- Responsible for the overall direction and effective management of the Division of Sponsored Programs Administration including hiring, training, supporting, developing and supervising personnel.
- Allocate workload to maximize Division effectiveness.
- Facilitate professional growth of staff by accurately assessing learning needs, styles, and barriers to learning and coordinating learning opportunities for staff. Provide opportunities for ongoing professional development for self and staff while maintaining a collegial working environment.
- Work collaboratively with internal and external constituents such as vice presidents, deans, faculty, etc. in the development and implementation of AU goals and objectives.
- Participate in AU committees and meetings.
- Represent AU at local, state and national meetings pertaining to sponsored projects.

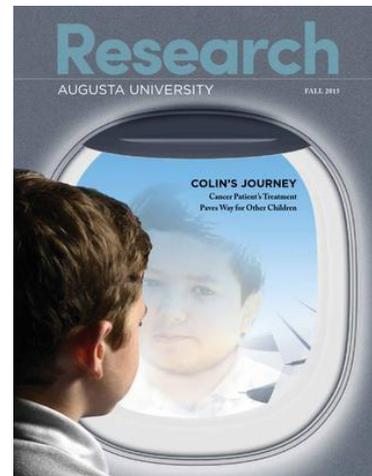
### ***Policy Development & Strategic Planning***

- Serve as a resource for AU investigators and leaders ensuring that they have the information needed to effectively and compliantly obtain, manage and close grants and contracts.
- Work collaboratively with the University's Office of Legal Affairs to ensure efficient, effective and compliant contract review and approval processes and appropriate delegation where appropriate.
- Develop policies and procedures for process improvements and metrics for reporting improvements in all aspects of Division of Sponsored Programs Administration activities and programs.
- Understand and disseminate information pertaining to local, state, and federal regulations as they relate to sponsored program administration.
- Create and implement an approved strategic plan to leverage the existing infrastructure while identifying opportunities for further growth and expansion of research programs at AU.

- Develop institutional policies to be consistent with University System of Georgia (USG), state and federal guidelines.

## Qualifications

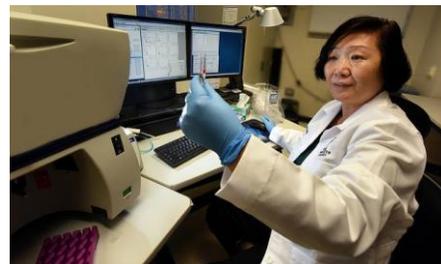
The Associate Vice President for Sponsored Programs Administration and Executive Director of Augusta University Research Institute (AURI) will demonstrate a career track of documented accomplishments in increasingly complex research administrative roles. The ideal candidate is a seasoned research administrator with demonstrated breadth of expertise in grants and contracts administration, strong mentoring and problem solving skills, and strong orientation to a service oriented culture. The exceptional professional chosen for this role will oversee and orchestrate all aspects of sponsored programs administration, with proven ability to establish the division as a strategic resource. The chosen AVP brings process-oriented skills, expertise in team building and success in managing relationships among pre-award administration, post-award administration, external sponsors, faculty, research administrators, research-related entities and legal office within the University, and possesses expertise to contribute to the development of University policy as it relates to research administration and compliance. The selected leader will demonstrate a solid foundation, working knowledge and, ideally, direct experience with regulatory, legislative, and governing bodies impacting research, grants and contracts administration to ensure compliance with applicable laws, along with collaboration skills and proven ability to maintain balance between excellent relationships with external sponsors and the internal requirements of the University.



*In addition the Associate Vice President will have:*

- Master's Degree or equivalent and at least ten (10) years of combined experience in financial management, sponsored programs administration, contract negotiations and research program administration. Doctorate Degree, CPA or Law degree may be an asset, yet are not required.
- Proven expertise in budget and financial reporting with ability to accurately analyze complex financial and accounting data.
- Proven experience in promoting and expanding grant opportunities and in securing grants.
- Proven experience in developing and leading a collaborative team environment and in collaborating and leading teams across and throughout the organization.
- Demonstrated understanding of how to work with information technology to increase the effectiveness and efficiency of institutional operations including process redesign and simplification.
- Knowledge of generally accepted accounting principles and financial standards.
- Knowledge of human resource practices.
- Comprehensive knowledge of Uniform Guidance and of state and federal procurement regulations.
- Working knowledge of electronic proposal submission process.
- Ability to prepare budgets with realistic cost share and indirect cost recovery.
- Strong written communication, oral communication and presentation skills.

- Strategic thinking with the ability to manage multiple projects and initiatives both collaboratively and independently.
- Ability to assist internal and external auditors with all pertinent data and information essential to completing required annual and special audits.
- Strong computer skills with the ability to master financial and research systems.
- Desire and ability to enact change, strong task orientation and high level of energy.
- Personal characteristics associated with successful professionals, including a vigorous work ethic, sound judgment, impeccable integrity, demonstrated initiative, appropriate professional appearance, attitude and personality to work effectively with colleagues, senior leadership of AU and the AU Health System, federal, state and local officials, and constituents.



### Other Personal Characteristics

- Strategic and future-oriented.
- Understands and drives to excellence.
- Effective, creative and a problem-solver.
- Creative and flexible in developing and assessing new ideas and ways to evolve Augusta University into the future.
- Proven ability to see the big picture but also dive into the details when necessary.
- Passionate, motivational leader able to craft an effective yet efficient plan and execute.
- The highest personal integrity and ethics, with a visible commitment to the mission of Augusta University.
- Proven ability to build alignment around a shared vision and focused values within a fully functional and high performing team.

### Reporting Relationships

**Reports to:** Senior Vice President for Research

**Partners with:** The Office of the Provost, Office of Legal Affairs, Clinical Trials Office, Research Development Services, Office of Innovation Commercialization, Division of Environmental Health and Safety, Division of Laboratory Animal Services, Compliance Offices and Committees (including but not limited to Institutional Review Board, Institutional Animal Care and Use Committee, Conflict of Interest Committee, Biosafety Committee, Chemical Safety Committee, Radiation Safety Committee, etc.), Information Technology Services and its compliance committees, Human Resources, the Controller's Office, the Graduate School, Deans, Executives and Augusta University Principal Investigators and research staff

**Direct Reports:** Director, Pre-Award Services, Director, Post-Award Services, Director, Cost Reimbursement & Analysis, Director, Sponsored Contracts and Agreements, Grants Program Administrator, Office Coordinator

**Relates to:** President's Cabinet, Health System Leadership Team, Foundation Board Members, Members of the Board of Regents of the University System of Georgia, Government Officials, and other groups relevant to Research Administration

## About Augusta University

Founded in 1828 and located in Augusta, Georgia, Augusta University is a public research university and medical center dedicated to training the next generation of innovators, leaders and health care providers. Home to three campuses in Augusta and various satellite locations across Georgia, Augusta University is at the forefront of groundbreaking research focused on improving and enriching the human experience.

Offering undergraduate programs in the sciences, liberal arts, business and education as well as a full range of graduate programs and hands-on clinical research opportunities, Augusta University is Georgia's innovation center for education and health care. The combination of nationally ranked business and nursing schools as well as the state's flagship public medical school and only dental school makes Augusta University a destination of choice for the students of today and the leaders of tomorrow.

Augusta University is a member institution of the University System of Georgia, which is governed by the University System of Georgia Board of Regents. It is one of Georgia's four public research universities. With locations throughout Augusta and at satellite campuses in Athens, Albany, Rome and Savannah, the university's ten colleges and schools have a truly statewide impact in Georgia.



Home to the Medical College of Georgia, the nation's ninth-largest and 13th-oldest medical school, the university's Health Sciences Campus is at the forefront of health care innovation. Located in beautiful downtown Augusta and housing the state's largest College of Nursing, the comprehensive College of Allied Health Sciences, The Graduate School and the state's only dental school, The Dental College of Georgia, the Health Sciences Campus is also home to the state's only public academic medical center.

Built in and around a former United States arsenal, the historic Summerville Campus is home to the university's liberal arts curriculum. In the shade of ancient trees, professors from the Katherine Reese Pamplin College of Arts, Humanities, and Social Sciences; the nationally ranked James M. Hull College of Business; the College of Education; and the College of Science and Mathematics prepare students for a lifetime of critical thinking, creativity and entrepreneurial success.

Augusta University announced a new School of Computer and Cyber Sciences which launched July 1, 2017. The School will be housed inside the new 168,000-square foot Hull McKnight Georgia Cyber Innovation and Training Center at Augusta University's Riverfront Campus and is scheduled for completion in 2018.

Opened in 1991, Christenberry Fieldhouse (CFH) houses 11 of the Augusta Jaguars' 13 competition sports. In addition to housing all administrative and support staff for the Augusta University Department of Athletics, CFH also houses the College of Education's Kinesiology and Health Science Department. The Forest Hills Campus, on which CFH is located, also houses a full-size golf course, baseball, softball and soccer fields and serves as the home of the Jaguars' nationally recognized NCAA Division I golf team.

Our campus libraries, the Robert B. Greenblatt, M.D. Library on the Health Sciences Campus and the Reese Library on the Summerville Campus, provide comprehensive information resources and services in support of the teaching, discovery, and clinical care mission of our student-centered research university and academic medical center.

## The Community

Georgia's second-oldest and second-largest city, Augusta, is situated on the southern banks of the storied Savannah River. Serving as a halfway point between the Appalachian Mountains to the north and the Atlantic Ocean to the south, Augusta is a thriving community built on a solid foundation of local pride and artistic eccentricity.

A timeless locale, a visit to Augusta is a life-altering lesson in Southern hospitality. While other places have undergone cultural revolutions, Augusta underwent a cultural evolution instead, trading big city lights and loud, busy streets for cold sweet tea and a shore-side view of the Savannah River. Downtown, locally owned shops and restaurants mingle in the shade of memorable hangouts, and state-of-the-art galleries beckon artists, lovers, thinkers and dreamers alike to the South's "Garden City."



But Augusta is so much more than just a cozy place to live. Spearheaded by the next generation of musicians, foodies, artists and go-getters, the old city comes to life at night, offering live music, theater shows and a wealth of hole-in-the-wall eateries built to please. In addition to serving as a haven of technology and the arts, Augusta is also home to some of the nation's most beautiful lakes and trails, offering year-round outdoor adventures.

Sporting life is synonymous with the Augusta name, and the city proper is home to a number of professional baseball, roller derby and rugby teams. Several annual sporting events take place in and around Augusta, including the Ironman 70.3 Augusta triathlon, the Augusta Futurity and the always exciting Augusta Southern Nationals, dubbed by those in the know as the "World's Richest Drag Boat Race."

Oh, and did we mention golf?

On top of world-class entertainment and outdoor sporting, Augusta is also world-renowned as the home of The Masters—an annual golf tournament sometimes dubbed the "Super Bowl" of golf. Every year during the first full week in April, Augusta becomes the golf capitol of the world, welcoming local legends and long-time favorites back to the prettiest course on Earth.

For additional information, please visit <http://www.augusta.edu/augusta/communitylinks.php>

*Augusta University is committed to providing equal access and opportunity to employees, applicants for employment, and service providers without regard to age, disability, gender, genetic information, national origin, race, religion, sexual orientation or status as a Vietnam War Era Veteran.*

### To advance your interest, forward your resume to:

Florene Stawowy, Senior Search Consultant:  
FloresS@WhelessPartners.com

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