

WESTERN CONNECTICUT STATE UNIVERSITY
DANBURY, CONNECTICUT
EMPLOYMENT OPPORTUNITY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSITION: Director of Grant Programs

OPEN TO: The Public

DEPARTMENT: Academic Affairs

DATE POSITION AVAILABLE: ASAP

SALARY: \$73,096 (minimum)

WORK HOURS: 35 hours per week

DATE POSTED: February 29, 2012

CLOSING DATE: March 23, 2012

JOB POSTING #: 00056146

LOCATION: Danbury, Connecticut

Western Connecticut State University is accepting applications for the Director of Grant Programs. This position reports to the Provost and will be responsible for assisting faculty and staff in the development, preparation, and submission of proposals for external funding as well as assuring that project directors effectively manage funded grants and contracts. The Director will establish and maintain effective working relationships between grant applicants/recipients, funding sources, WCSU administrative departments and external regulatory agencies.

Qualifications: A Master's degree and five years progressively responsible professional experience in grant programs development and administration in an academic environment is required. Doctoral degree with at least two years professional level experience in grants/sponsored programs administration may be substituted. A successful record of developing and preparing proposals and obtaining grants from federal, state, and private sectors is essential. Demonstrated supervisory ability is preferred. Detailed and current knowledge of federal agencies' regulations and procedures applicable to grants and contracts is required. Excellent oral and written communication skills are required as is the proven ability to work effectively with faculty in a variety of disciplines across the University. As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Minimum Starting Salary: \$73,096. A comprehensive benefits package is available. Additional information can be found on our website at www.wcsu.edu/hr/benefits/. Once on this website select the Administrative Faculty employment group.

Application Process: Prospective candidates must apply electronically by sending a cover letter, resume, and contact information of three (3) professional references to hrpositions@wcsu.edu Attn. Mr. Fred Cratty, Director of Employee Relations. Please submit your materials in one (1) complete file and not via multiple attachments. Applications must be received no later than **Friday, March 23, 2012.** WCSU is an AA/EO Employer/Educator.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.