Ad we used in 2010 search

[format at with university logo and wordmark at top]

Director of Research and Sponsored Operations

The University of West Georgia, an expanding doctoral institution located 45 minutes from downtown Atlanta, seeks an energetic leader with successful experience in gaining and administering grants, contracts, and other extramural funding to support research, scholarship, creative activity, and curricular ventures. Having moved into the realm of doctoral universities during the past decade, UWG is at the brink of new levels of academic achievement that need solid extramural support. We seek someone with entrepreneurial vision who thrives in environments that foster resourceful, creative approaches to organizational development.

The Office of Research and Sponsored Operations supports efforts to gain extramural provision for academic ventures. It assists members of the faculty and staff in all aspects of preparing and submitting grant proposals, provides administrative services to awarded grants and contracts, and helps with the reporting process. It monitors compliance with university, state, and federal regulations. The Director of Sponsored Operations is responsible for all aspects of grant/contract activities and reports directly to the Provost and Vice President for Academic Affairs.

We seek candidates with the following qualifications:

1. Earned doctorate in any discipline.
2. An entrepreneurial spirit and strong internal motivation to make a relatively modest operation into something much more substantial.
3. Success in pursuing external funding at the local, state, and federal levels, and with private foundations.
4. Experience managing externally funded research projects, including their budgets.
5. Ability to develop research and grant-seeking skills in others.
6. Strong computer and analytical skills.
7. Outstanding interpersonal skills and the ability to work with faculty across many disciplines.
8. Excellent written, oral, and electronic communication skills.

The University of West Georgia (http://www.westga.edu) enrolls over 11,000 students at the bachelor’s, master’s, and doctoral levels. It has grown steadily for the past two decades in enrollment, faculty research prowess, and depth and breadth of academic programming. Its lush campus features woods, groves, creeks, and green space, and includes both charming buildings from its historical past and the latest in high-tech classroom buildings and student amenities.
The campus is situated in Carrollton, Georgia, (http://www.carrollton-ga.gov) a city of 30,000 citizens with a small-town feel but easy access to the Atlanta metropolitan area. As the county seat of Carroll County (population base of 87,000+), the Carrollton community has excellent schools and a comprehensive medical center. UWG employees are able to take advantage of a variety of cultural, recreational, community service, and entertainment opportunities in the Carrollton area and Atlanta metropolitan region.

Candidates should submit a letter expressing their interest and describing their qualifications, plus a *curriculum vitae* and the names, e-mail addresses, and phone numbers of three references, to:

Peter S. Hoff  
Provost and Vice President for Academic Affairs  
Sanford Hall  
The University of West Georgia  
1601 Maple Street  
Carrollton, GA 30118

Screening of applicants will begin September 15 and continue until the position is filled.

The names of applicants and nominees, CVs, and other pertinent material are subject to public inspection under the Georgia Open Records Act. Please note that a criminal background check will be required before an offer can be tendered. The University of West Georgia, a member of the University System of Georgia, is an equal opportunity, affirmative action employer. Therefore applications are strongly sought from women and minorities.