Position Title: Assistant Vice Provost for Research, Post-Award  
FTE: 1.0

Position Report Group: Office of the Vice Provost for Research

FUNCTIONS/DUTIES

- Provide leadership, strategic planning, and organizational direction to the Post-Award Office and Office of the Vice Provost for Research (OVPR).
- Direct day-to-day activities within the Post-Award Office, under direction from the Associate Vice Provost of Research, while managing and overseeing career development, performance, and training activities of staff.
- Monitor and manage post-award research administration activities in accordance with federal and state regulations and guidelines, including federal OMB Uniform Guidance (2 CFR 200), sponsor specific, and institutional policies. Ensure compliance with relevant regulations and funding terms and conditions through thorough the management and monitoring of research account set up, award maintenance, invoicing, financial reporting, cash management, and closeout.
- Oversee post-award operations, including account set up, invoicing and letter of credit draws, accounts receivables and cash management, departmental adjustments, financial reporting, closeout, and effort reporting.
- Collaborate with the Pre-Award, Research Advancement, Research Compliance, local research administration, and other departments, as needed, to establish guidelines, policies, procedures, and best practices for managing sponsored research effectively and in accordance with institutional compliance and applicable federal, state, and agency regulations.
- Ensure provision of excellent customer service to faculty, local research administrators, and sponsors in the ongoing administration of sponsored research by serving as an expert resource to the Baylor research community.
- Provide regular, reoccurring financial and performance metrics to OVPR, Data and Analysis, and institutional leadership.
- Provide ongoing support to the institutional design and implementation of technical systems, software, hardware, or solutions in support of research administration.

COMPETENCIES

- Strategic Direction Setting
- Budgeting
- Project Management
- Priority and Time Management
- Building Team Environment
- Managing and Evaluating Performance
- Organizational Awareness

JOB REQUIREMENTS

Education: Bachelor’s Degree (Required), Advanced Degree or Certification in Business, Accounting or related field (Preferred)

Years: 5 (Required), 7 (preferred)

Licenses/Certifications: CPA (Preferred)

FLSA Status: Exempt – Does not qualify for overtime

ORGANIZATIONAL DATA

This position reports to (title of immediate supervisor): Associate Vice Provost of Research

This position directly supervises: 3-5 (FTE)