

FACULTY FELLOW, Office of Sponsored Programs FY 2021-22 Job Description

Join the dynamic team in the Office of Sponsored Programs (OSP) at WP to experience the full complement of grant writing and award management. Open to full-time faculty at WP, this one-year fellowship, with the potential for an extension, offers the ability to learn firsthand the many facets of grants and contracts management, valuable for building and enhancing one's own grant writing skills and understanding. Please apply by Friday, June 25 to Dr. Sandy Hill, Associate Provost (hills21@wpunj.edu) using the attached application form on page 2 of this document.

Summary: The faculty fellow will work with the OSP staff to help facilitate the work of the office while gaining valuable understanding and experience of the processes and procedures involved in grant writing and award management, both pre-award and post-award. The faculty fellow will participate in the operations of a grants office, working with grant management processes, grant and contracts reporting procedures, electronic documentation and routing, and compliance, among others. The fellow will function as a liaison to WP colleges and departments. He or she will also engage with sponsors that provide funding to WP. Three (3-4) credit onload release (fall and spring semesters) equating to approximately 10 hours per week throughout academic year 2021-22. The position starts fall '21 with anticipation of modest hours during summer '21 for orientation and training.

Primary duties based on needs and candidate match:

1. Assist with post-award management, including work with contract finalization, "kick-off" meetings with PIs, grant report data monitoring and reminders and report submission assistance; assisting with managing related databases.
2. Liaise with faculty and departments where needed to help facilitate the pre-award process.
3. Assist with compliance as relates to federal Uniform Guidance and other sponsor terms and conditions involved with compliance and reporting.
4. Assist with coordination and implementation of a new Electronic Routing System for the OSP (implementation date TBA).
5. Facilitate *Explorations* (month-long research presentation program that occurs in the spring semester) including managing the partnerships for that event with Honors, Library, and the colleges. Serve as OSP liaison to the Research, Scholarship, and Creative Expression (RSCE) Council of the Faculty Senate.
6. Assist with updating the *OSP Handbook* and compiling various OSP reports as needed.

Required skills:

- Experience in writing and managing a funded grant or contract, ideally as a Project Director/Principal Investigator.
- Professional conduct in all interactions and the highest level of integrity.
- Strong attention to detail and organization.
- Excellent technical skills in writing, editing, formatting, and spreadsheet manipulation.
- Organized, flexible, self-motivated, and above all, a team player.
- Flexibility and willingness to assume tasks often with tight deadlines.
- Ability to identify and solve problems using sound judgment, initiative and creativity.

**APPLICATION FOR FACULTY FELLOW – OFFICE OF SPONSORED PROGRAMS
AY21-22**

**(Email application materials to Dr. Sandy Hill, Associate Provost, Academic Affairs, by
June 25, 2021; hills21@wpunj.edu)**

NAME:

RANK:

DEPT:

COLLEGE:

Briefly describe your interest in the fellowship opportunity, including your goals for the fellowship and how you will apply what you learn. Please include description of any experience you may have had working in a grants or related office, either as intern or otherwise, and also list the grants you have secured, their dates, and what opportunities you are working on now (1 page limit).

Please also attach your CV.

THANK YOU!