



**Assistant Vice President, Sponsored Research and Grants**  
**University of The Bahamas, Commonwealth of The Bahamas**

<b>Date Posted</b>	August 2018
<b>Type</b>	Three-year contract with an option to renew
<b>Salary</b>	Negotiable
<b>Employment Type</b>	Full-time

**Assistant Vice President of Sponsored Research and Grants**

University of The Bahamas is seeking an Assistant Vice President of Sponsored Research and Grants to establish a Sponsored Research and Grants Office. The Assistant Vice President of Sponsored Research and Grants reports to the Provost and is responsible for overseeing the grant funding and sponsored research opportunities in consultation with the academic deans and in support of academic priorities. The successful candidate will have responsibility for management of all aspects of grants and sponsored research administration, including pre-award and post-award and compliance administration -- promoting the involvement of faculty and professional staff in collaborative research and partnerships. This is a new office being established therefore experience with and the ability to develop policies and procedures would be key. Additional requirements include (1) providing guidance to faculty concerning potential funding opportunities and on the application of grant-funding policies and regulations; overseeing the preparation of reports to sponsors including financial reporting and grant applications; overseeing all aspects of budget administration for externally funded programme; reviewing purchase order requests on equipment and supply orders to ensure funding available and policies are followed; and negotiating language in agreements to comply with internal policies, including payment terms, IP language and other contract terms as needed.

**DUTIES AND RESPONSIBILITIES:**

- Develop a process to monitor and ensure adherence to all processes and procedures related to the submission of grants, and maintain a process to monitor grant compliance;
- Track proposal submissions and progress, and prepare periodic status reports;
- Provide effective coordination of activities for prospective and current funding organizations, including campus visits, strategic attendance and university events;

- Maintain positive, proactive relationships with university offices and funding agencies to ensure process efficiency and grant compliance;
- Serve as a liaison to all funding agencies or organizations, developing collaborative relationships with grant funding representatives;
- Identify and communicate opportunities to office and university leadership;
- Effectively represent office and university priorities to granting agencies;
- Collect and summarize funded programme/project outcomes and budget expenses, and submit timely reports to funding organizations; and
- Assist in the development, compilation and review of other proposal documents, as assigned, which may include budget, administrative/internal, sponsor form preparation, database, file and document maintenance.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work independently and manage time effectively;
- Demonstrated experience in reporting, writing, monitoring and evaluation of research initiatives, preferably in a higher education or nonprofit setting;
- Experience in successfully soliciting local, regional, and international grant funding;
- Strong organizational skills, including the ability to manage competing priorities and deadlines;
- Demonstrated teamwork skills, team-oriented, and able to build morale and group commitments to goals and objectives;
- Strong analytical skills and experience with all Microsoft Office suite applications and software databases;
- Strong written communication and editing skills;
- Ability to write clear, articulate, and persuasive proposals;
- Personable disposition conducive to working with varied personalities and collaborative teams;
- Self-motivated, proactive, and collaborative;
- Demonstrated ability to work in deadline driven environments; and
- Experience in successful management of multiple concurrent projects to meet deadlines.

#### **QUALIFICATIONS**

- PhD Degree
- Minimum of five years' experience with grant writing;
- Experience in successful management of multiple concurrent projects to meet deadlines;
- Experience managing and growing a grants and sponsored research schedule;
- Demonstrated ability to relate well to and understand the needs and interests of funding organizations in order to develop relationships between them and the university; and
- A familiarity with various international rules and regulations as pertains to the administration of higher education grants desirable.

**Setting.** University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10<sup>th</sup> November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

**Application.** Application materials should include:

1. A cover letter describing academic philosophy and vision, research and publications;
2. Copies of academic certificates;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Names and contact information of three persons who can provide letters of reference;
7. Completed UB Application for Employment Form found at this link:

<http://www.ub.edu.bs/wp-content/uploads/2016/10/UB-Application-for-Employment-Faculty.pdf>

**To Apply:** Apply electronically at [facultyapply@ub.edu.bs](mailto:facultyapply@ub.edu.bs) *noting the position in the subject field*. Only electronic submissions will be accepted. Attach the following documents (*in one e-file/document*) with your electronic submission: cover letter; academic certificates; transcripts; curriculum vitae; copy of relevant pages of valid passport; names of three persons who can supply letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact [provostoffice@ub.edu.bs](mailto:provostoffice@ub.edu.bs)