

**SAM HOUSTON STATE UNIVERSITY  
STAFF JOB CLASSIFICATION DESCRIPTION**

**TITLE:** Director of Contract and Grants

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 9-0608

**STATUS & GRADE:** E-NC

**DATE:** 10/2006

**DEPARTMENT:** Division of Finance and Operations – Associate VP

**EDUCATION & EXPERIENCE REQUIREMENTS:** Bachelors Degree in Accounting; Advanced Degree in Business or a related field would be helpful. Seven (7) years experience in planning, implementing, evaluating, managing, supervising, and reviewing of contracts, grants, and business services programs. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Provides ongoing support to Associate Vice President for Finance and Operations by supervising and directing the offices of Contracts and Grants. Position serves a key leadership role for the institution in planning, managing, and evaluating important agreements with outside grantees and contractors. Position supervises and manages multi-million dollars of contract and grant budgets, and ensures compliance with those agreements.

**SUPERVISION GIVEN & RECEIVED:** Reports to the Associate Vice President for Finance and Operations. Provides supervisory oversight for Contracts and Grants.

**PRIMARY RESPONSIBILITIES:** Assess, develop, and communicate the missions, objectives, goals, plans, financial needs, and budgets of the activities of Contracts and Grants. Prepare monthly financial and managerial reports to the Associate Vice President for Finance and Operations regarding the status and results of contracts and grants. Interface with other management team members of institution in collaboration for special projects. Utilizing institution management information systems develop new and enhance existing software programs for day-to-day operations and business information storage and retrieval. Provide appropriate mechanisms for dissemination of information to appropriate sources. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Proven managerial accomplishments in developing positive relationships and strategic alliances with internal and external constituents. Experience in fund accounting desired. Exposure to multi-level systems within an academic or independent environment is helpful. Other duties and special projects as requested by the Associate Vice President for Finance and Operations. (I.E. - contracts, leases)

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**