



Director of the Office of Sponsored Faculty Research

Wofford College invites applications for the position of director of the Office of Sponsored Faculty Research. Reporting directly to the provost, the director will work closely with the Business Office, the Office of Advancement and especially individual faculty. The director of OSFR is primarily responsible for administering and managing faculty grants and sponsored research, in addition to leading institutional efforts to build capacity and expertise in grant-seeking and grant administration for Wofford, a top-100 undergraduate, national liberal arts college in Spartanburg, South Carolina.

KEY RESPONSIBILITIES:

Faculty teaching, research and scholarship grants: The director of OSFR stays abreast of funding opportunities and federal agency regulations and assists faculty and administrators in identifying external funding opportunities to support the mission of Wofford College. The director encourages, assists and reviews proposals initiated by faculty (in support of their research and teaching activities) to ensure submission of strong proposals to private foundations and federal agencies in order to advance the mission of Wofford College. The director promotes and oversees individual faculty and staff efforts to develop proposals consistent with Wofford policies, quality standards and necessary administrative approval.

Grants administrator: The director of OSFR serves as an institutional liaison with private and public funding sources for all stages of grant application, extending to eventual contract review and acceptance of grant awards in consultation with senior administration. The director assists senior college leadership in cultivating and maintaining foundation relationships through to final grant reporting, and advises senior leadership regarding contractual matters and administrative requirements linked to federal funding. The director serves as an informal resource to other members of the college, but primarily serves the Division of Academic Affairs.

Grants management and compliance: The director of OSFR develops proposal budgets in compliance with institutional policies, funding agency requirements and strategic use of existing college resources. The director monitors progress of funded projects for appropriate and effective use of grant funds and ensures that all technical/program reports and deliverables are submitted on time according to grant agreements, in cooperation with the project's principal investigator. The director develops relationships and facilitates contact with agency staff, including program officers. The director also will collaborate with various personnel to ensure compliance with federal requirements and maintain the institution's official files on grant-funded projects at a level required for financial audit and review of federal compliance documentation.

Grant writing/proposals and other service: The director of OSFR writes and submits proposals to obtain grants from public and private organizations for projects that address identified institutional priorities. Along with the controller, the director ensures accuracy and technical quality of all components of the grant proposal package, including federal forms and documentation. The director is responsible for developing and hosting workshops for faculty on the various aspects of grant seeking. The director also periodically contributes to the life of Wofford College through participation in college-wide initiatives, committees and events.

The director of OSFR is a full-time exempt salaried position. The normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday. Some occasional evening and weekend hours will be expected, along with some travel within the state and occasionally outside of the state.

QUALIFICATIONS:

A bachelor's degree is required. The successful candidate will have a minimum of three to five years of experience in grant seeking, writing and successful implementation. They will have strong interpersonal, communication and public relations skills. Demonstrated experience showing effective skills in business writing and project planning will be valuable. The successful candidate will be proactive, flexible and interact effectively with a variety of stakeholders, both within the campus community and among friends and alumni of the institution. Proficiency with Microsoft Office Suite (or similar) is required and familiarity and effective use of a variety of social media platforms is highly desirable.

APPLICATION:

Applications should be submitted electronically to Dfacultyresearch@wofford.edu. Application materials include: (1) a letter of interest explaining your experience and how you meet the qualifications of the position, (2) a current resume, (3) three professional references (including telephone numbers and email addresses) and (4) two or three samples of your written work with explanation why each one was selected.

Review of applications will begin immediately and applications will be accepted until the position is filled.

ABOUT WOFFORD COLLEGE:

Wofford College, established in 1854, is a private liberal arts residential college located a few blocks north of downtown Spartanburg, South Carolina. Wofford offers 27 major fields of study to a student body of nearly 1,800 undergraduates and is nationally known for the strength of its academic program, outstanding faculty and study abroad participation. Wofford is home to one of the nation's 290 Phi Beta Kappa chapters. The college community supports 19 NCAA Division I athletics teams and numerous student organizations, including honor societies, professional organizations, faith-based organizations and club sports.

Wofford's priorities increasingly reflect commitments to diversity, equity and inclusion. Created spring of 2015, the President's Diversity, Equity and Inclusion Committee has executed the recommendations of Wofford's 2014 strategic vision plan: to increase the diversity of students, faculty and staff; to support programming and policy geared toward equity; and to link its investment in diversity to sustainable partnerships with the Spartanburg community. Wofford has developed diversity training for faculty and staff, created several inclusive pedagogy initiatives, increased geographic, racial, ethnic, socioeconomic and LGBTQIA representation among our faculty and staff, and increased funding for diversity-related programming in both the student life and academic divisions.

EEO STATEMENT:

Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex (including pregnancy or childbirth or related medical conditions including but not limited to lactation), sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@Wofford.edu.

COMPLIANCE WITH TITLE IX:

In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at www.wofford.edu/titleix. Reports can be made to the Title IX Coordinator at any time. Inquiries related to the application of Title IX at Wofford should be referred to the college’s Title IX coordinator and external inquires can be made to the Department of Education.

Wofford College Title IX Coordinator

Amanda Estabrook
429 N Church St.
Campus Life Building, Office 6
Spartanburg, SC 29303
864-597-4047
estabrookar@wofford.edu

External inquiry can be made to:

Office for Civil Rights (OCR)
U.S. Department of Education
6400 Maryland Avenue, SW
Washington, D.C. 20202-1100
800-421-3481
OCR@ed.gov / <http://www.ed.gov/ocr>