

Director of Finance, Sponsored Projects, and Operations

Posting Details

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Position Number:	127743
Title:	Director
Functional Title:	Director of Finance, Sponsored Projects, and Operations
Category Status:	33-Exempt Regular
Applicant Search Category:	Staff
University Authorized FTE:	1.0
Unit:	INFO-College of Information Studies

Campus/College Information: Founded in 1856, University of Maryland, College Park is the state's flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

Background Checks Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify you from employment.

Position Summary/Purpose of Position: The Director of Finance, Sponsored Projects, and Operations for the College of Information Studies develops and directs the procedures, activities, and staff of the financial and operational aspects of the College, ensuring legal compliance and implementation of the university, state, and federal policies and procedures. The Director reports to the Assistant Dean of Finance & Administration, serves on the senior leadership team, and partners closely with the other senior leaders in the College on developing internal policies and procedures to ensure compliance and continues to allow for smart and strategic growth.

The Director oversees all financial and operational activities, which includes development and implementation of College budgets, management of foundation funds, pre- and post-award sponsored project support, procurement, travel, office management, events management, and other operational activities. The Director is the College's primary liaison to the University's procurement office, accounts payable, office of research administration, office of sponsored projects and compliance, and travel.

Benefits Summary **Top Benefits and Perks:**
[Exempt Benefits Summary](#)

Minimum Qualifications: **Education:**

- Masters Degree in Business Administration, Public Administration or related field.

Experience:

- 10 years of professional experience in a combination of sponsored project administration, finance, and operations.
- 5 years of managing a team of professional staff.
- Demonstrated leadership experiences and ability to develop successful working relationships with various stakeholders.
- Experience developing and implementing budgets in a complex organization

Knowledge, Skills, and Abilities:

- Thorough understanding of federal grant regulations such as the OMB Circulars and Uniform Guidance with the ability to apply that knowledge to job duties. Familiarity with

electronic proposal submission programs such as Workspace, Fastlane, and eRA Commons.

- Strong computer proficiency using MS Office with an emphasis in Excel, including spreadsheet creation and report production.
- Must be self-motivated and detail oriented with the ability to perform duties under limited supervision.
- Must have demonstrated organizational, analytical and problem solving abilities with strong mathematical skills.
- Demonstrated ability to work in a team environment, share information, and work collaboratively.
- Ability to work diplomatically and successfully manage interpersonal relationships.
- Ability to take initiative, analyze problems, prepare and articulate solutions.
- Dedication to providing excellent service to internal and external customers.

Preferences:**Preferences:**

- Experience working in a higher education environment.
- Experience working directly for senior University leaderships (i.e. Deans, Department Chairs, VPs, etc.).
- Skilled in using Google Suite apps (Gmail, Drive, Docs, Sheets, etc.) and Box software.
- Demonstrated experience of successful team development.
- Experience with Workday financials.

Additional Certifications:**Additional Information:**

ADA Accommodation: If you need an accommodation in the application process, please notify iSchool HR at ischoolhr@umd.edu

Salary: \$166,230 – \$175,465

Job Risks

Not Applicable to This Position

Physical Demands

Use of a computer required. Normal office environment. Worker is not subject to any adverse conditions.

Posting Date:

02/08/2024

Closing Date:**Open Until Filled**

Yes

Best Consideration Date

02/22/2024

Diversity Statement:

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. List of References (no emails sent from system)

Optional Documents

1. Curriculum Vitae

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this position?

- LinkedIn
- UMD Job Site
- Personal Referral
- Washington Post
- Baltimore Sun
- Local Publication
- Chronicle of Higher Education
- Inside Higher Education
- INDEED
- HERC
- Hispanic Outlook
- Diverse Jobs
- HigherEdJobs
- Professional Journal
- Listserv
- Other
- SimplyHired
- CareerBliss
- Job Fairs
- Monster.Com
- Craigslist
- UMD Job Fair
- CareerBuilder