



Please Note: A change was made to this position announcement on Jun 10, 2024

Business Title: **Associate Vice Chancellor and Chief Research Administration Officer**

Official title: Chief Res Admin Off (Inst)(SC031)

Qualifications:

Well-qualified candidates will have the following required and/or preferred work experience:

- Eight or more years of experience administering research activities is required. Preferably at a major educational institution.
- Demonstrated management experience in research administration, including such areas as proposal review and submission, contract negotiation, award terms and conditions, award management, and electronic research administration.
- Demonstrated ability to supervise and motivate staff.
- Superior oral, written and interpersonal skills and the ability to work collaboratively in a team-oriented environment across organizational units at all organizational levels, including faculty, deans, divisional and central administration and senior institutional officials.
- Demonstrated experience with the development and/or use of complex electronic systems.
- Demonstrated strong working knowledge of federal and non-federal grant and contract administration, including policies and best practices at research universities.
- Experience with federal, state, and university regulations governing grant activities.
- Demonstrated leadership abilities and experience with planning, directing, and managing policies and best practices in grants management, as well as operations and service provision in a higher education environment.

Job Summary:

The University of Wisconsin-Madison is a preeminent center for discovery, learning, and engagement with open forms of access to citizens from every background. UW-Madison creates a welcoming, empowered, and inclusive community while preparing current and future generations to live satisfying, useful, and ethical lives. In partnership with the state and with colleagues around the world, the University's faculty, staff, and students identify and address many of the state's and the world's most urgent and complex problems.

UW-Madison ranks as one of the most prolific research universities in the world, placing in the top ten among American public universities for research expenditures. UW-Madison receives over \$1.5 billion each year in sponsored project awards, submits over 4,000 proposals each year, requesting over \$3.5 billion in funding. Research and Sponsored Programs (RSP) manages about 10,000 active awards valued at nearly \$4.0 billion.

Under the leadership of the Vice Chancellor for Research, the Director will develop strategic and operational planning for a team of 99 employees; advise stakeholders in research and sponsored programs; and provide vision for the pre- and post- award functions of RSP, including: proposal submission, negotiations of sponsored research agreements, non-funded agreements, clinical trials, fee for service agreements, awards acceptance and setup, financial oversight, invoicing, reporting, audit, and closeout.

RSP is responsible for the complete cycle of actions for proposals and awards, including proposal review and submission, grant and contract negotiations, budgetary and award management, accounting and fiscal reporting, financial compliance, and policy development for all sponsored programs at UW-Madison. In addition, RSP is responsible for preparing the University's F&A proposal.

Standard Summary: SC031 Chief Research Administration Officer (Inst)

Oversees the institutional office of Research and Sponsored Programs and is responsible for specific planning and operational requirements including budget oversight, personnel supervision, compliance, and development of policies and procedures. Manages pre-award and post-award activities for a



large, complex, and diverse portfolio of grants and contracts. Provides leadership to the university on research administration and establishes policies and procedures related to the administration of research.

Essential Responsibilities:

- 25% Develops and directs strategic and operational planning for the institutional research administration office as well as campus-wide initiatives related to research and sponsored programs
- 10% Develops institutional level policies and procedures
- 20% Ensures institutional compliance with federal regulations, sponsor terms and conditions, state law, UW system, and campus requirements
- 15% Exercises supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of at least 2.0 full-time equivalent (FTE) employees
- 20% Serves as an institutional liaison to internal and external leadership and stakeholders. Advises principal investigators, leadership, central grants administration, and granting agencies regarding contract interpretation and policies
- 10% Establishes, implements, and maintains procedures and guidelines for sponsored grants and agreements administration

Education:

Required
Bachelor's Degree

Additional Information:

A successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. University sponsorship is not available for this position.

How to Apply:

AGB Search is pleased to assist the University of Wisconsin-Madison with this search. To be considered, applications must be submitted online at <https://bit.ly/4bf8JG2>. A full application package must include a cover letter, resume or CV, and a list of five references. Candidates will be informed before references are contacted.

Your resume and cover letter should include all relevant education and/or work experience as it relates to this position, including the qualifications section. Your cover letter should specifically address your experience in Research Administration; experience in management, supervision, and leadership experience in research administration; and your experience with maintaining effective working relationships at all levels of the organization. Cover letters will be used as a writing sample and to determine the best qualified applicants.

The deadline for assuring full consideration is July 26, 2024. However, the position will remain open and applications may be considered until the position is filled.

To ensure consideration, application must be received by: July 26, 2024

It is anticipated this position requires work be primarily performed in-person, onsite, at a designated campus work location.

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employeeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>



Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report (<https://jobs.wisc.edu/asr>) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.

Job Group: Sponsored Programs, Grants, and Co Job Subgroup: Sponsored Programs, Grants, and Contract Adm

FLSA Status: Exempt

Employee class: Limited Appointee

Department(s): A340270 / OVCR/ADMIN

Full time salary rate: Minimum \$225,000 ANNUAL (12 months)
Depending on Qualifications

Salary detail: The minimum salary for this position is \$225,000 but is negotiable based on experience and qualifications. This position will receive a comprehensive benefits package, including generous paid time off, competitively priced health/dental/vision/life insurance, tax-advantaged retirement savings accounts, and participation in the Wisconsin Retirement System (WRS) pension fund.

Appointment percent: 100%

Anticipated begin date: July 31, 2024

Number of positions: 1

Department Contact:

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For more information, please visit:

University of Wisconsin-Madison: <http://www.wisc.edu>

Office of Human Resources: <http://www.hr.wisc.edu>

Jobs at UW: <http://jobs.wisc.edu>