



<b>Job Title</b>	<a href="#">Manager, Research Development</a> (click to search/submit application)
<b>Classification</b>	Administrator II-Range A
<b>AutoReqId</b>	10829BR
<b>Department</b>	Office of Research Development (ORD)
<b>Sub-Division</b>	Associate VP Research and Sponsored Projects
<b>Salary Range</b>	Salary commensurate with experience and qualifications
<b>Appointment Type</b>	At Will
<b>Time Base</b>	Full-Time
<b>Work Schedule</b>	Monday - Friday, 8:00 AM - 5:00 PM; occasional early morning, evening and weekend hours

**Job Summary** It is an exciting time to join Cal State Fullerton as we are an in demand comprehensive University that is driven to shape the future of education and foster a vibrant community of diverse students, faculty, staff and administrators who uphold values of inclusive excellence, free speech, and an environment free from discrimination. We are continuously seeking individuals from a variety of career disciplines that share in the University's mission and core values. We warmly welcome you to consider joining the Titan Community where minds expand and opportunities flourish.

**About CSUF:**

Standing on 241 acres at the heart of Southern California, the university was founded in 1957 and has grown into a population of over 40,000 students. As Titans, we believe that diverse perspectives deepen our understanding. We are committed to giving students the support they need to graduate, while responding to California's revolving work force needs. At California State University, Fullerton we strive for continual improvement of students, staff, faculty and administrators through orientations, training programs and professional development opportunities. As part of the Titan Community, you have access to many campus facilities and services including but not limited to the Grand Central Art Center in Santa Ana, CSUF Garden Grove Center, Fullerton Arboretum, cultural events and performances in the Clayes Performing Arts Center, Cal State Fullerton Athletics sports events, Titan Recreation Center, and the Employee Wellness Program.

#### About the Position:

The Office of Research and Sponsored Projects (ORSP) works with other units throughout campus to seek external support for faculty research, creative activity and institutional projects that support the educational and service mission of the university. ORSP staff assist with proposal development, proposal submission to external funding agencies, post award support, and help to assure that research and sponsored programs are conducted in accordance with the highest ethical and regulatory standards. We are seeking an exceptional individual to join our team as the Manager, Research Development (Administrator II). The ideal candidate in this role should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Under general direction of the Associate Vice President for Research and Sponsored Projects (RSP), the Manager of Research Development provides vision and leadership in planning and executing strategies to increase external support for research and other sponsored projects. Focuses on facilitating institutional proposals across disciplines, colleges, and cultivating partnerships to pursue priority and emerging funding areas. In managing and overseeing the Office of Research Development (ORD), the Manager facilitates transparent, proactive, faculty centered support services for developing proposals for external funding. The Manager is responsible:

Serves as lead contact for grant proposal, which fosters faculty research and university wide, institutional, interdisciplinary and/or multi-college initiatives capitalizing on CSUF's commitment to diversity and designation as a Hispanic-serving Institution and Asian Pacific Islander-Serving Institution. Facilitates, provide and/or deliver content for training on grant proposal development to faculty and staff, as appropriate and in collaboration with other university offices as needed. Cultivates and develop strategic partnerships with potential collaborators, both on and off campus, to facilitate proposal development for external funding. Oversees Research Grant Specialists (RGS), grant editors, grant writers and evaluators (consultants) to facilitate proposal development and submission. Assists in coordinating intramural grant programs (e.g., Junior/Senior and RSCA programs). Coordinates budget for ORD. Conducts Annual Reporting for University Research Enterprise. Submits Quarterly/ Monthly reports on ORD status on grants, training, faculty workshops, success rates, meetings with faculty and external communities, etc. Creates/develops student research - activities competitions.. Other duties as assigned.

**Essential  
Qualifications**

Master's degree from an accredited institution. Experience in campus-level academic administration and familiarity with campus-wide operations. Demonstrate experience in developing and writing state and federal grant proposals. Demonstrated experience in working with external and internal stakeholders in developing interdisciplinary, campus-wide and community-wide initiatives. Understanding of processes and policies related to generating external funding for campus-wide development, including programs, research and creative activities, development of community partnerships with businesses, government and non-profit sectors. Respect for the experience in shared governance. Demonstrated effectiveness in facilitating collaborations in research and/or creative activities. Ability to function and communicate effectively in a diverse, multicultural environment.

A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

**Preferred  
Qualifications**

Ph.D. from an accredited institution. Demonstrated ability to use CAYUSE and/or any other Database applications. Demonstrated knowledge of policies and practices employed by institution of higher education in preparing and managing research grant activities. Experience in federal and private project/grant management. Experience with Dropbox for posting and maintaining information.

**License/  
Certification**

Valid California Driver's License. Position requires the use of personal vehicle to attend local conferences and/or business meetings.

**Special Working  
Conditions**

The scope of responsibilities for this position includes the making or participating in the making of decisions that may have a material financial benefit on the incumbent. Therefore, you will be required to file an initial "Conflict of Interest Form 700: Statement of Economic Interests" within thirty (30) days from date of hire and on an annual basis; and complete the CSU sponsored ethics on-line training within thirty (30) days of appointment, and at least once during each consecutive period of two calendar years following the appointment.

California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University's strategic diversity goals are

strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

Employee/applicant who submits an application for a position may be required to successfully complete job related performance test(s) as part of the selection process.

Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

Online application/resume must be received by electronic submission on the final filing date by 9:00 PM (Pacific Standard Time)/midnight (Eastern Standard Time). Applicants who fail to complete all sections of the online application form will be disqualified from consideration.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

California State University, Fullerton is not a sponsoring agency for staff or management positions (i.e. H1-B Visas).

California State University, Fullerton is a comprehensive, regional university serving a diverse student population of over 40,000, including international students representing 86 nations. Located on a 241-acre campus in Orange County, it is a technologically robust and culturally vibrant area. Many of our employees enjoy the close proximity to the beaches and mountains for surfing, hiking and mountain biking. The University offers 57 undergraduate and 52 graduate degree programs, including a doctorate in education and a doctorate in nursing practice, in a rich diverse environment. *Diverse Issues in Higher Education* (August 2017) ranks the campus as 5th in the nation in terms of bachelor's degrees awarded to underrepresented students based on data from the U.S. Department of Education. *Hispanic Outlook in Higher Education* (August 2017) ranks CSU Fullerton number one in California and second in the nation among top colleges and universities awarding degrees to Hispanics. The University is proud to be designated as a Hispanic Serving Institution.

**Initial Application  
Deadline**

29-Nov-2018