Job Description

Sponsored Program Manager (SPM)

Position Summary

In one or two sentences, briefly describe the general purpose of the position. Consider this question: Overall, what is this position meant to accomplish?

The Sponsored Program Manager (SPM) provides comprehensive support to Principal Investigators (PIs) in research development and the management of sponsored projects, including grants and other externally funded awards. The position supports sponsored projects across the full lifecycle, from proposal development through post-award management.

The Sponsored Program Manager role is structured as a three-level career ladder (SPM I, II, and III). The level at which an individual is hired will be determined based on qualifications, experience, and demonstrated competencies. Responsibilities, level of independence, and scope of work will align with the assigned level. Detailed job descriptions for each level can be found below:

- SPM I
- SPM II
- SPM III

Essential Functions and Additional Duties

	Essential Functions and Percentage of Time *List the responsibilities with the expected percentage of time (the percentage of time should add up to 100 percent between essential and additional duties). These duties are essential to the position. This should be an approximation of the position.*	% of Duties
1.	Support Principal Investigators in developing and maintaining project plans, timelines, and budgets for sponsored programs	25%
2.	Coordinate with internal teams, stakeholders, and external partners to support effective communication throughout the project lifecycle	5%
3.	Prepare, review, and submit sponsor reports and deliverables in accordance with funding requirements	15%
4.	Monitor project performance, identify potential risks, and support or implement mitigation strategies	15%
5.	Participate in research development activities, including identifying funding opportunities, engaging with faculty, and attending college or departmental meetings	10%

6.	Maintain current knowledge of federal, state, sponsor, and institutional policies related to sponsored project administration. Collaborate with SPARC staff to ensure compliance with pre-award and post-award requirements	25%
	Additional Duties *List any additional duties and responsibilities with the expected percentage of time (the percentage of time should add up to 100 percent between essential and additional duties). These duties are not critical to the position but are expected duties as part of the position.*	
1.	Other duties as assigned- *at least 5%, no more than 10%, of job duties should be "other duties as assigned" and not specifically outlined to provide flexibility for infrequent, as needed, duties related to the position.*	5%
	Total	100.00%

Minimum Qualifications (Knowledge Skills & Experience):
Please indicate any formal education essential to accomplish the position's duties and responsibilities. Please list any officially recognized certificates or licenses necessary for this position. Please list any required special knowledge, abilities or skills. 1. 2. 3. 4. 5. etc.

Education Requirements

Min/Preferred	**Education Level**	**Description**
Minimum	Bachelor's Degree (or combination of education and work experience)	Business Administration, Research Administration or Other Related Field
Preferred	Master's Degree	Business Administration, Public Administration, Research Administration, or Other Related Field

Knowledge & Skills & Experience

- Strong organizational skills and attention to detail
- Effective written and verbal communication skills
- Ability to manage multiple priorities and deadlines
- Ability to learn and apply sponsor, federal, and institutional regulations
- Proficiency with Microsoft Office and project or budget management tools
- Commitment to confidentiality and ethical handling of sensitive information

Preferred Qualifications (If any)

- Experience in sponsored programs administration, grant management, research administration, or project management
- Understanding of federal grant regulations (e.g., 2 CFR 200) and sponsor compliance requirements

Span of Authority / Control

Check the one statement that best describes the guidelines or procedures used and/or available in this position.

Level of independence and decision-making authority varies by assigned level

- **Follows standard guidelines and procedures. Refers most problems to supervisor.**
- **Functions independently in order to accomplish assigned projects. Refers unusual problems to supervisor.**
- Recommends or make major policies for the department.

Working Conditions and Schedule

This section examines each job in terms of physical demands and environmental factors. I.e., This position works in an office setting, usually in a climate-controlled area during regular office schedule hours 8:00 am to 5:00 pm Monday through Friday. Additional work hours as needed to complete assignments as necessary.

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Supervision or Direction Exercised

List the individuals that this position oversees.

N/A

Compliance Oversight

List any Federal, State, Local Regulations and/or University Policies for which this position is responsible for

- **Federal Regulations**: 2 CFR 200; any applicable federal regulations relating to grant management.
- **State Regulations**: Any applicable state regulations relating to grant management.
- **Institutional Regulations**: Any applicable SUU policies relating to grant management.

Career Progression

This position is part of a structured Sponsored Program Manager career ladder. Employees may be eligible for advancement within the series based on performance, training completion, demonstrated competencies, organizational need, and funding availability.

Advancement is **not automatic** and is contingent upon organizational need, funding availability, and performance.

Level Differentiation:

- **SPM I:** Training-focused role with close supervision; assists with sponsored projects while developing foundational knowledge and skills
- **SPM II:** Fully trained, independent role managing assigned sponsored projects and serving as primary contact for designated colleges or PIs
- **SPM III:** Senior-level role managing complex or high-risk projects, providing advanced compliance guidance, and contributing to process improvement and mentoring

All Employees are subject to and expected to comply with all applicable University policies and procedures: https://www.suu.edu/policies/

Disclaimer
This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.