**TCC Director of Sponsored Programs**

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening.  To apply to the position, please click the **Apply to this Job** link/button.

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**Requisition Details**

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| **Job Title:** | Director of Sponsored Programs |
| **Job Summary:** | Directs the procurement and management of external funding in support of the mission and strategic vision goals of Tulsa Community College and in compliance with project requirements. |
| **Campus:** | Conference Center |
| **Classification:** | Administrative |
| **Position Type:** | Full-time |
| **Curricular:** |  |
| **If Faculty, Contract Length:** |  |
| **Job Code Number:** | 3771F-1-13 |
| **Minimum Qualifications:** | Master’s Degree required in Public Administration, Public Relations, Journalism or a related field.  Five to six years grant development and monitoring experience required.  Experience in a public education or other public organization setting.  Ability to supervise staff and coordinate project management teams.  Effective verbal and written communication skills.  Strong analytical skills and attentive to details.  Demonstrated ability to work successfully as an administrative team member. |
| **Preferred Qualifications:** |  |
| **Minimum Salary:** | Minimum starting salary: $62,113 annually |
| **Work Schedule:** | Monday-Friday 8:00 am – 5:00 pm |
| **Posting Date:** | 01/26/2013 |
| **Closing Date:** | 02/11/2013 |
| **Open Until Filled:** | No |
| **Special Instructions to Applicants:** |  |
| **Advertised Department:** | Academic Affairs |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. Do you have a Master's degree?
   * Yes
   * No
2. Describe any related past experiences that are relevant to this position.

(Open Ended Question)

1. Please indicate how you learned about this position:
   * TCC employment website
   * TCC internal email notification
   * Tulsa World
   * Oklahoma Eagle
   * Workforce Development
   * Friend/Colleague
   * Other

**Optional & Required Documents**

**Required Documents**

1. Transcripts

**Optional Documents**

1. Resume
2. Cover Letter/Letter of Application
3. Letter of Reference 1
4. Letter of Reference 2
5. Transcript 2
6. Other Document