



Associate Director, Sponsored Projects Compliance Training
University of Pennsylvania
Reference Number: 050116607

The University of Pennsylvania is seeking a sponsored projects administration professional to participate in the development of training/educational programs in the field of sponsored projects compliance, both instructor-led and web based. This position will provide technical expertise, content, and administration for Penn's sponsored projects compliance certification program while working collaboratively with the AVP of Finance, Office of Research Services Directors and the Office of Institutional Compliance.

A BA/BS is required and 5 to 7 years experience in the sponsored projects profession. In depth knowledge of OMB Circulars A-21, A-110 and A-133; demonstrated ability to develop and deliver instructor-led training sessions and web based training necessary. Knowledge of HTML and the ability to create web based training using Dreamweaver, Macromedia Director, Brainshark, Learning Management System, or Flash a definite plus.

To apply, please refer to the Reference Number: 050116607 and submit a resume on line via Jobs@Penn located at: <http://www.hr.upenn.edu/jobs/>

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