Assistant Vice President for Research and Federal Relations

Job Code 50012645

General Description
Responsible for promoting and facilitating research enterprises at Texas State University.

Example of Duties
Prepare reports, research accounts expenditures, and proposals.
Coordinate the Research Enhancement Program.
Monitor and help maintain budgets.
Liaison with various administrative departments.
Coordinate marketing for research and creative activities.
Develop and review UPPS and departmental PPS.
Provide training for faculty and staff.
Represent the University at conferences and meetings.
Ensure compliance with applicable state and federal laws.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University Policies and Procedures, University strategic plan and goals, Federal and State regulations, faculty research interests.
Skill in: Training diverse workforce members, resource allocation, contract negotiation, interacting courteously with others, dispute mediation.
Ability to: Analyze budgets, develop and interpret business correspondence, create spreadsheets effectively, perform intermediate math and direct the work of others.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/11/2012