Director, Research Support Services

Job Code 50031130

General Description
Responsible for providing professional research support services in assigned area.

Examples of Duties
Analyze research practices and assess needs for electronic processing.
Provide advice and guidance in acquisition, management, and integration of commercial research software systems.
Prioritize the development of customized systems to meet the increasing demand of the research community.
Provide leadership, advice and client service in the provision of all pre- and/or post-award services.
Provide guidance and expertise with regards to institutional compliance and overriding governmental regulations.
Plan and implement new policies and procedures and respond to requests for ad hoc reports from University leadership.
Supervise staff.
Map funding agency priorities with campus research strengths.
Advise faculty on federal and other funding opportunities and coordinate the establishment of faculty teams to develop and submit competitive proposals.
Facilitate networking, teambuilding, proposal planning and coordination for large-scale, interdisciplinary projects.
Manage the limited submission process and the multidisciplinary internal research grant program.
Perform other duties as assigned.

Knowledge, Skill and Abilities
Knowledge of: Federal, State and Local Regulations associated with the application and use of federal, state and local dollars.

Skill in: Analyzing and interpreting complex sponsor guidelines and policies, using proposal development software and accounting software, creating spreadsheets, using word document and graphics software; public speaking; working as a team member; prioritizing workloads.

Ability to: access and interpret the unique requirements of a wide variety of sponsors (federal, state, local, private and foundations); create training materials; articulate and customize communication skills, negotiate consensus among peers, process a broad spectrum of information.

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

Other Requirements

Reviewed 9/17