
Job Title	Director of Research Administration
PVN ID	LE-2209-005112
Category	Research
Location	LEHMAN COLLEGE
Department	Office of the Provost
Status	Full Time
Annual Salary	\$110,000.00 - \$120,000.00
Hour(s) a Week	35
Closing Date	Mar 31, 2023 (Or Until Filled)

General Description

The Office of the Provost at Lehman College is seeking a Director of Research Administration to lead and manage research administration operations across the campus. This position will report directly to the college Provost and oversee two key units within the department: Sponsored Research and Programs and Research Compliance.

Other Duties

- Oversight of the units of Sponsored Research and Programs and Research Compliance
- Supervision of research administration functions
- Reviewing and modifying procedures to enhance efficiencies and assure stellar customer service
- Identifying funding initiatives that align with priority areas and faculty interests
- Teach faculty and department chairs how to identify funding opportunities and effectively communicate those opportunities to the appropriate stakeholders and collaborators
- Developing research/scholarship mentoring activities including but not limited to conducting research development-related workshops, and working with chairs and Deans on professional development in research for tenure/tenure track faculty
- Modeling ethical research behavior and practices
- Advancing core research areas and identifying potential funding mechanisms to support those areas
- Overseeing and providing direction for all aspects of research compliance
- Ensuring that compliance policies, processes, and procedures are continually followed as well as assessed for effectiveness and quality assurance
- Organize trainings for all stakeholders related to all areas of research administration
- Work closely with college and university stakeholders to continually grow and enhance the research infrastructure of the institution

Qualifications

CORE COMPETENCIES:

- Demonstrated ability, using critical thinking skills, to effectively lead, manage, supervise, and strategically plan administrative and fiscal operations.
- Advanced management/leadership experience in an academic environment. Demonstrated leadership skills to direct and motivate staff.
- Demonstrated ability to effectively administer and manage complex department operations and programs based on analysis, judgment and knowledge of applicable government, institutional and other policies, and regulations in an academic environment.
- Management experience in a multi-programmatic and multidisciplinary work environment
- Must possess excellent interpersonal and diplomacy skills, and the ability to build collaborative relationships at all levels with proven ability to exhibit tact and diplomacy in sensitive situations.
- Must have innovative problem solving and troubleshooting skills with ability to make sound recommendations.
- Experience in navigating in a large, complex organization with an understanding of the big picture; how the parts fit together and how to get the information necessary to resolve problems and trouble shoot.
- Excellent written and verbal communications skills necessary to communicate complex material. Strong organizational skills and the ability to independently establish and set conflicting priorities.
- Demonstrated experience with financial management including budget and report preparation, analysis and forecasting across multiple funding sources from affiliation agreements, federal, state general and contract funds, and grants. Experience in conducting long and short-range financial planning.
- Experience in contract and grant administration management. Knowledge of cost accounting standards for Contracts and Grants. Contracts and Grants experience with pre-award, submission and post award processes. Knowledge of federal, state and privately sponsored contracts and grants.
- Expert knowledge of all areas of Research Integrity and Compliance (i.e. IRB, IACUC, Export Control, Conflicts of Interest, Conflict of Commitment, biosafety, etc.)

REQUIRED QUALIFICATIONS:

- Bachelor's degree and 8+ years of professional experience in sponsored research administration, including 5+ years of leadership experience
- Broad experience in research administration, strong interpersonal and communication skills, and the ability to work with diverse populations.

PREFERRED QUALIFICATIONS:

- Professional Certification (i.e. CRA, CPRA, CFRA, CIP)
- Terminal degree