

Class Code:.....0312
Position #: (NUNC).....8236
Developed by:.....SG
Reviewed by:.....
Approved by:.....
Date:4/00; 1/07

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, CPRC
DIVISION: Academic Affairs (Cancer Prevention Research Center)
REPORTS TO: Director, Cancer Prevention Research Center
GRADE: 14
SUPERVISES: Faculty and staff

BASIC FUNCTION:

Support the academic, research, training, and administrative mission of the Cancer Prevention Research Center (CPRC) in coordination with the Director, by planning, directing and monitoring the Center's overall research and training initiatives, as well as the Center's budgeting and financial management functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with the Director and Principal Investigators to proactively develop a plan for targeting research that enhances the mission of the Center.

Direct, advise and provide assistance in proposal development. Continually assess the needs of and resolve issues related to proposal development and grant writing to ensure that the pre-award needs of Principal Investigators are met.

Establish policies and procedures for CPRC's research initiatives, including setting goals, protocols, functions and resource potentials. Evaluate program objectives, direct long-range planning, and develop training programs.

Serve as a pre-award resource for faculty, staff and students. Maintain expertise on grant administration and grant writing guidelines, and communicate relevant changes to CPRC personnel. Act as liaison with the funding agencies in all phases of grant administration.

Develop supplemental funding sources for the expansion of research, educational and training opportunities for CPRC. Prepare and submit proposals to federal, state, and private funding sources, serving as co-investigator.

Serving as principal investigator, develop and submit proposals to commercial and private funding sources.

Attend and participate in state and national conferences; maintain membership in appropriate professional organizations.

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Assist in the hiring of faculty, staff, post-docs, temporary staff and graduate/undergraduate students. Provide in-service training for CPRC personnel and students.

Design and direct CPRC programs and activities. Participate as a team member on new behavior Transtheoretical Model (TTM) committees.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the Center in various recruitment and outreach activities. Direct research and administrative units in the Director's absence.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in social science required, with five years of experience as a research administrator at a social science research facility. The following are required: experience with federal, state and private proposal development, regulations, and guidelines; experience in proposal preparation and grants administration; demonstrated computer proficiency with word processing, spreadsheets and electronic mail systems; excellent communication and interpersonal skills; ability to handle details accurately and to plan, communicate, and oversee work on a variety of research proposals; ability to organize large amounts of data; demonstrated ability to undertake new initiatives and work in an environment with complex policies and procedures. Experience with PeopleSoft preferred.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

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