

Job Code:.....100576
Position #: (NUNC).. (E)
Developed by:.....JI
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....10/2016

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean, CELS/Research
DIVISION: Academic Affairs (CELS - Research)
REPORTS TO: Dean, College of the Environment and Life Sciences
GRADE: 18
SUPERVISES: Professional, technical and clerical support staff;
graduate and undergraduate students

BASIC FUNCTION:

Assist and advise the Dean on all matters of administration, including the following: budget preparation and implementation, personnel matters including both faculty and non-faculty hiring, promotion, terminations, salary reviews and workload planning and Research program focus, evaluation, and review.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the College's research program. Supervise staff, students, instruction and resource management.

Facilitate and participate in the development of research initiatives of relevance to diverse stakeholders from the University, government and others outside of the University..

Oversee program planning, priority setting and outcome assessments.

Write grants and secure external funding to support ongoing and new research programming.

Lead team proposal efforts to expand broadly based collaboration across colleges and other organizations.

Cultivate and maintain working relationships with department chairs and faculty. Integrate faculty into ongoing Research initiatives as well as inclusion of faculty in the development of new research programs.

Develop and maintain working relationship with the Agricultural Experiment Station Director, its principal investigators and its projects.

Contribute to the ongoing integration of the research and outreach efforts of the Land Grant programs within the College.

Integrate research areas and foci in conjunction with the College's Associate Dean of Extension and Agricultural Programs.

Collaborate with the Dean, Associate Deans, and Directors in budget preparation, planning, and evaluating all aspects of the College.

Teach course(s) or conduct research in an area that will contribute to the College's capabilities

Supervise graduate and undergraduate experiential learning opportunities.

Develop community and professional networks.

Participate in College and University outreach and service.

Represent the College on various institutional committees, at assigned University functions, and at designated off-campus events.

Provide supplemental assistance in the graduate education, research, and public service functions of the College.

OTHER DUTIES AND RESPONSIBILITIES:

Perform general administrative functions on behalf of the Dean.

May assume responsibility for the College in the absence of the Dean.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers, electronic mail, scheduling and calendar programs, word processing, database and spreadsheet software, research software as needed.

ENVIRONMENTAL CONDITIONS:

The position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Doctoral degree in Life Sciences; Minimum three years of professional experience in Life Science/Environmental leadership; Demonstrated experience with federal governmental funding agencies; Demonstrated collaboration with other universities and with multiple colleges/divisions within a university; Demonstrated outreach experience; Demonstrated experience in event management and program development, implementation and management; Demonstrated experience in grant development; Demonstrated record of peer-reviewed publications; Demonstrated record of public speaking; Demonstrated ability to communicate through print, broadcast and/or social media; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated teaching experience at the college level; and, Demonstrated record of working with multiple disciplines and/or multi-disciplinary groups.

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