

Class Code:.....0584
Position #:(NUNC)...6180
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....7/92,12/99

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Research Development
DIVISION: Academic Affairs
REPORTS TO: Vice Provost, Graduate Studies, Research and Outreach
GRADE: 16
SUPERVISES: Professional, technical, administrative, and other support staff

BASIC FUNCTION:

Supervise and participate in the collection and dissemination of funding opportunity information and the preparation of proposals for research, development, creative activity and instructional programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage and direct the efforts of professional and support staff in the division.

Communicate to University faculty and staff, information on federal, state and University regulations relating to extramural funding.

Direct the efforts of staff to stimulate and increase the development of extramural funding proposals by faculty and staff.

Develop and implement a plan for increased contacts with funding agencies including the visiting of agencies and organizations for the presentation of proposal ideas.

Prepare and monitor the progress on the long-range plan to increase extramural funding for the University's research, creative and service activities.

Advise the Vice Provost for Research on matters related to research development and extramural funding.

OTHER DUTIES AND RESPONSIBILITIES:

Interact with faculty and staff in the preparation of proposals for extramural funding.

Supervise and review the acquisition of information about extramural funding opportunities to faculty and staff.

Develop and manage the efficient distribution of information about extramural funding opportunities to faculty and staff.

Maintain an inventory of faculty research, development and service interests for use in extramural funding development.

Oversee the preparation of monthly, quarterly and yearly reports regarding the research, creative and service activities of the University's faculty and staff.

Represent the Vice Provost for Graduate Studies, Research and Outreach on committees and at meetings as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software; Internet.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Doctoral degree in any field and prior successful experience in writing and submitting proposals and the administration of grants required. The following are required: capability to assist faculty and staff in all fields (including the social sciences, arts and humanities) in finding funding sources and submitting proposals; successful experience in university research and in reviewing proposals submitted to federal, state, for-profit and private not-for-profit funding sources; ability to organize, coordinate and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others; ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; ability to prepare and deliver oral presentations before small, medium and large groups; ability to communicate effectively verbally and in writing; ability to speak effectively before faculty and administrative staff members on assigned work and related subjects; strong interpersonal skills. Desired: experience preparing and presenting reports.

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

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