

**Class Code:.....0781**  
**Position#:(NUNC).....**  
**Developed by:.....PA**  
**Reviewed by:.....SG**  
**Approved by:.....LK**  
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## **THE UNIVERSITY OF RHODE ISLAND**

### **Position Description**

**TITLE:** Director, University Research External Relations

**DIVISION:** Research and Economic Development

**GRADE:** 14

**REPORTS TO:** Vice President for Research and Economic Development

**SUPERVISES:** Professional, technical, administrative and other support staff

#### **BASIC FUNCTION:**

Responsible for the development of university research public relations, including the research magazine, website management, economic impact analysis; local, state, and federal research relations; international research relations, including assistance to the Vice President for Research & Economic Development in dealing with the Joint Research Committee (JRC) of the GU8; and special projects.

#### **DUTIES AND RESPONSIBILITIES:**

In conjunction with the Vice President for Research and Economic Development and in collaboration with other Vice Presidents, Deans, Department Chairs, and Directors; provide leadership in a comprehensive effort in research external relations at the University.

Advise the Vice President for Research and Economic Development on research matters related to external relations.

Gather information required by the Vice President for Research and Economic Development for use in presentations, meetings and in other special projects; organize materials and brief the Vice President regarding content.

Supervise and manage the Division of Research Economic Impact Analysis of university research.

Supervise and manage the Division of Research and Economic Development Annual Research Magazine.

Supervise and manage the Division of Research and Economic Development website and the website of all of the Division's offices.

## **Director, University Research External Relations (NUNC - 0781)**

### **Page 2 of 3**

Write, edit and manage the production of a wide variety of publications (hard copy, electronic format or both), toward identified audiences, legislators, higher education, general public, business community and internal community. Manage the marketing and distribution of publications.

Coordinate and organize events such as conferences, seminars, workshops, expositions, poster sessions, award ceremonies, and panel sessions for university wide external relations activities.

Responsible for negotiating research event contracts with vendors and venues including hotels, transportation companies, conference venues, caterers, tours etc.; maintain budgets within parameters.

Define, develop, and recommend university policy to encourage innovative and collaborative research related external affairs.

Communicate the Office of External Relations message and mission to key audiences, work closely with the University to ensure that this message is aligned with the overall message of the University.

Make presentations to the public and private sector about current and future research and external relations activities.

Responsible for managing and publicizing collaboration of international research relations.

Organize international consortium programs in conjunction with the Global University 8 Consortium mandate; including assistant to the Chair of the Joint Research Committee. Develop and coordinate plans to meet GU8 objectives, plan roadmaps and meetings of GU8 committees and subcommittees. Develop budgets and resources for the consortium. Ensure compliance with Consortium Agreements, Declarations, Resolutions, Recommendations and Legal Documents. Manage international website of the consortium.

Develop materials for the Vice President for Research and Economic Development on University research and external relations as discussion points with legislators, donors and corporations.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties relevant to the Division of Research assigned by the Vice President for Research and Economic Development.

### **LICENSES, TOOLS, EQUIPMENT:**

Personal computers, scanners, printers, web software, database software, spreadsheet software, photoshop software, desktop publishing; all equipment necessary to produce reports, presentations and publications described.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Master's degree required in education, business administration, or communications, with at least four years' experience in a complex administrative support position with responsibility for budgets and support functions, preferably in an outreach, education, or business environment. The following are required: knowledge of outreach programs, ability to negotiate with vendors and venues; knowledge of university national and international research administration; demonstrated proficiency in computing, website maintenance, desktop publishing, including word processing, database management, MS Access, Excel, Front Page, and Word; excellent writing, speaking, communication and interpersonal skills; ability to organize and coordinate.

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