

Job Code: .. 100841LH
Position#: (PSA).... (E)
Developed by:.... DLM
Reviewed by:..... DLJ
Approved by: LK
Date: 09/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Research Associate IV

DIVISION: Academic Affairs (Office of Strategic Initiatives), CEPS

REPORTS TO: Director, Office of Strategic Initiatives

GRADE: 13

SUPERVISES: Research Assistants/Research Associates and/or others assigned to assist with the project

BASIC FUNCTION:

Perform independent research and project work to achieve goals and objectives; oversee others engaged on the project(s); make recommendations and develop new initiatives, partnerships, community engagement, and outreach activities; analyze potential revenue and create a cost/benefit analysis as well as a budget for new programs or initiatives; assist in monitoring and evaluating program success and sustainability; assist in maintaining close relationships with various stakeholders across the College of Education and Professional Studies and the University

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform, without direction, independent research and project work.

May be primarily involved in the development of materials for professional and public audiences related to large scale initiatives.

May be primarily involved in assisting the Director in an administrative support role for the Office or University entities associated with the Office.

Represent Office of Strategic Initiatives and College at assigned University functions, off-campus events, with national organizations and serve on institutional committees as assigned.

Collaborate with the Director in the preparation, planning and evaluation of the Office of Strategic Initiative budgetary needs.

Act as main project manager of all OSI corporate clients, including Electric Boat, Toray, AstroNova, and Neighborhood Health Plan of RI, among others.) Write proposals, budgets and curriculum.

Oversee external consultants, work directly with the client and maintain responsibility for the evaluation of the programs (including revenue generation for OSI.)

Act as lead for writing and implementing OSI program evaluation projects. Train other OSI staff on these processes.

Work with the Director in the development of community engagement and workforce and economic programs that address the needs of local, regional, and state businesses and industries and the stated mission, goals, and priorities of the Feinstein College of Education and Professional Studies and University of Rhode Island.

Lead efforts for all Workforce Development programs with corporate partners.

Work with the Director to grow both academic and non-academic partnerships, certificate programs, and for-profit programs.

Work with the Director to create revenue generating professional development projects and opportunities.

Provide ongoing communication to staff and stakeholders of overall trends, needs and opportunities.

Support faculty and staff in the development of grant proposals.

Participate in the Feinstein College of Education and Professional Studies' committees and meetings as necessary.

Represent the Director at meetings where appropriate.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as assigned by the Director of the Office of Strategic Initiatives.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in education, adult education, or similar field; Minimum of four years' experience in higher education implementing programs, and/or innovative programs; Demonstrated evidence of being able to work across cultures; Demonstrated ability to work independently or as part of a team; Demonstrated strong interpersonal and verbal communication skills; Demonstrated

proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated record of successfully acquiring external funding through federal or state grants or related agencies and workforce development programs; Demonstrated success in managing large-scale, multi-year grants and programs; Demonstrated knowledge of adult learning principles and practices; and, Demonstrated ability to cultivate an environment of cultural competence.

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

