

Job Code: 101338
Position #: NUNC (E)
Developed By: PJS
Reviewed By: PJS, LK
Approved By: LK
Date: 11/2018

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant to the Vice President for Research and Economic Development for Strategic Initiatives

DIVISION: Research and Economic Development

REPORTS TO: Vice President for Research and Economic Development

GRADE: 16

SUPERVISES: Professional and support staff as assigned

BASIC FUNCTION:

Lead work to advance awareness, relationships and collaborations to facilitate research initiatives set forth by the Office of the Vice President for Research and Economic Development. Assess and identify the University of Rhode Island's current and emerging research strengths, leverage public and private dialogues and partnerships to enable opportunities and advance the research enterprise, and support the Vice President, the Research Advisory Committee and collaborative faculty teams to strengthen core research areas and develop specific funding opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Vice President for Research and Economic Development, work collaboratively with key faculty leadership and University administrators as a strategic advisor for research institutes/centers/programs/initiatives and collaboratives to identify, develop and articulate new, dynamic and adaptable opportunities and initiatives to advance the research enterprise, including support of research programs and advanced infrastructure and attracting long-term partners and external funding.

Work within the framework of approved priorities to build internal relationships/resources and leverage University-wide teams to identify and access public and private partners and opportunities to advance initiatives and projects. Assist faculty teams in moving from the initial ideas stage to fundable programs. Manage key University-wide administration research initiatives activities committee to communicate, manage and facilitate opportunities and relationships. Develop partners, contracts and related documents/materials working in conjunction with other institutional entities (e.g., Legal Counsel, Provost's Office, Office of the VP for Administration and Finance).

Collaborate with the government relations, advancement and communications areas to strengthen and support any opportunities with federal, private foundations, philanthropic and corporate funding arenas. Develop internal proposals and briefings for fundraising opportunities. Build and foster critical partnerships with internal and external partners.

Serve as grant writer and/or project manager for assigned initiatives during the design and initial launch phases.

OTHER DUTIES AND RESPONSIBILITIES:

Perform related duties as assigned by the Vice President for Research and Economic Development.

LICENSES, TOOL AND EQUIPMENT:

Personal computers, printers, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree from an accredited college or university; Minimum of ten (10) years of combined progressively responsible professional experience working with higher education leadership, faculty and graduate students to build research capacity and efforts, identify funding opportunities and support procedures related to grant-funding and funded research; Management of large multi-institutional projects that involve key stakeholders from corporate, non-profit and government sectors; Demonstrated strategic thinking and analytical skills, and the ability to translate complex processes and program initiatives into well-written proposal and grant applications; Demonstrated experience in facilitation of task forces and committees; Demonstrated experience in the preparation and delivery of oral presentations in professional setting; Demonstrated experience representing a large institution to external institutional partners; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated ability to apply advanced problem-solving techniques to complex and unique situations; Demonstrated ability to direct multiple critical projects or strategic initiatives simultaneously; Demonstrated ability to work both individually and as a team member; and, Demonstrated ability to work collaboratively with varied constituencies (including corporate and foundation executives, key donors, senior university administrators, government officials, international organizations and faculty members).

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