

Position Information

Requisition Number	103253
Departmental Job Title	Associate Director for Research Development
Type of Position	Staff
Number of Positions Available	1
Division	Office of EVP for Research, Innovation & Ntrl Labs
Department	85650-Office of EVP for Research, Innov & Ntl Labs

*Standard Summary

About the Unit

The Office of the Executive Vice President for Research, Innovation and National Laboratories (OEVR) supports faculty and researchers in the conduct of sponsored research and research proposal development, and oversees technology transfer, research safety, research computing, and several research institutes on behalf of the University. OEVR provides oversight for the Polsky Center for Entrepreneurship and Innovation, the Marine Biological Laboratory (MBL) in Woods Hole, MA, and represents the University's interests in the Giant Magellan Telescope (GMT) at Las Campanas Observatory in Chile. The Office is responsible for stewardship and oversight of the University's contracts with the U.S. Department of Energy to manage Argonne through UChicago Argonne, LLC and co-manage Fermilab, through the Fermi Research Alliance, LLC. When combined with the national laboratory R&D budgets, the office supports approximately \$1.5 billion in sponsored research. OEVR works closely with faculty and researchers, departments, divisions and administrative units to support, encourage, seed, and coalesce research across the University and the affiliated laboratories.

The Research Development Support team (RDS), a unit in the OEVR, partners with faculty and University leadership to develop multi-year funding, collaboration, and growth plans for complex research initiatives. The team provides customized support services catered to the development of new research initiatives, from establishing key success variables for launching multidisciplinary centers to creating diversified and sustainable funding portfolios.

Unit Job Summary

Reporting to the Executive Director, the Associate Director is responsible for working directly with faculty, departments, institutes, centers, and programs to strategically identify and pursue large-scale and multidisciplinary federal funding opportunities as a member of the RDS team. The Associate Director will also help to build programs, tools, and strategies that will increase faculty's competitive positioning for federal grants and enhance the University's research enterprise.

The Associate Director will work closely with the Executive Director and the RDS team to help launch and craft complex, multi-disciplinary initiatives and proposals. The Associate Director will work collaboratively with other University offices and units including the Office of the Provost, the Polsky Center for Entrepreneurship and Innovation, University Research Administration, the Office of Federal Relations, and Foundation and Corporate Relations.

Essential Functions:

- Fosters development of interdepartmental, multidisciplinary, innovative research programs and proposals
- Works with multidisciplinary faculty teams to strategically develop funding and research growth opportunities
- Acts as a catalyst to bring together faculty and stakeholders around strategic initiatives, moving from decision making to defining actions, working with partner organizations to develop goals and roadmaps with milestones and expected outcomes
- Oversees and designs programs and workshops to promote research development, grant training and collaboration
- Develops and maintains strong partner relationships with University internal units including institutes and centers, academic departments and divisions, and other groups
- Identifies federal limited opportunities and manages the internal grant competition process
- Works with Federal Relations colleagues to identify and assess opportunities for support of university research programs

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with the position

Education	Master's degree required; Ph.D. in the physical, biological or medical sciences strongly preferred.
Experience	The Associate Director will have a record of success in complex environments where collaboration and influence management are critical to success. The successful candidate will have professional experience that includes at least 3 years progressively responsible experience in academia and/or DOE National Laboratories in project management, research administration, research program development or capture management
Competencies	<p>Critical Competencies for Success:</p> <ul style="list-style-type: none"> - Demonstrated ability to work across groups and coordinate multi-disciplinary teams and intra- and inter-institutional partnerships - Experience in a research environment with knowledge of relevant federal agencies, policies, and procedures - Experience with scientific grant writing and proposal development - In-depth knowledge of, and passion for cutting-edge research and science - Proven ability to interact with faculty and facilitate discussions on complex topics - Proven ability to work effectively and diplomatically with fellow staff members, as well as with students, faculty and agency contacts - Documented ability to foster a cooperative work environment and motivate others - Proven ability to seek out, coordinate, and appropriately disseminate information - Excellent verbal, written and presentation skills, as well as organizational skills and attention to detail - Independence, initiative, and strong organizational skills - Ability to multi-task, prioritize and manage multiple simultaneous projects - High level of fluency in word processing, presentation, and spreadsheet software (e.g. MS Office, including Word, Excel, PowerPoint and Outlook) - Ability to work on multiple tasks within strict deadlines - Ability to prioritize numerous projects to bring all to successful completion with a high degree of accuracy - Strategic and analytical thinking skills with an ability to solve problems and make effective decisions - A high degree of professionalism, discretion, tact and an ability to maintain confidentiality - Ability to negotiate on behalf of the unit and build consensus among a large number of diverse stakeholders <p>Occasional travel to national and affiliated laboratories required.</p>
Required Job Seeker Documents	Resume Cover Letter Writing Sample
Optional Job Seeker Documents	
Work Location	Campus - Hyde Park
Other Work Location	
Work Schedule	Full-Time
Hours/Week	40
If other than regular hours (M-F, 8:30-5:00) please detail	Regular
Benefits Eligible?	Yes
Union (If applicable):	Non-Union
Pay Grade	NA

Pay Range	Depends on Qualifications
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Pay Frequency	Monthly
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Does this position require incumbent to operate a vehicle on the job?	No
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Is a Background Check Required?	Yes
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Is Drug Testing Required?	No
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Employee Referral Bonus Amount	None
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Posting Date	07-31-2017
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Remove from posting on or before	01-31-2018
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