

**Center for Social and Behavioral Science**  
**Office of the Vice Chancellor for Research**  
**University of Illinois at Urbana-Champaign**

**ASSOCIATE DIRECTOR**

The Center for Social and Behavioral Science (CSBS) at the University of Illinois at Urbana-Champaign is seeking an Associate Director to serve as primary advisor to the Director regarding research program and policy development and will be responsible for developing, implementing and managing the CSBS research program, research services and facilities in direct support of the Director.

The Center for Social and Behavioral Science (CSBS) works with members of the university research community to develop new, innovative research projects that explore unique and unexplored areas in the social and behavioral sciences. CSBS also creates interdisciplinary networking groups and fosters small pilot studies through the CSBS Small Grant Program, bringing together interdisciplinary research teams to develop ambitious research projects that show promise for external funding.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>.

**Major Duties & Responsibilities:**

As a member of the CSBS leadership team, implement the vision and strategic direction of CSBS including engaging with research groups in the social and behavioral sciences to address grand challenges, and applying research expertise to address challenges in conducting research. Develop and direct the CSBS research programs and special selected projects in the social and behavioral sciences and where the social and behavioral sciences interface with other fields, such as medicine and engineering. Oversee the management of resources, determination of staff functions, and setting operating policies. Keep abreast of research, both individual faculty work and major initiatives, in order to make connections with appropriate internal and external stakeholders.

Serve as primary advisor to the Director regarding program development and operations, with management, supervisory, and policy-making responsibilities. Provide oversight for, and aid in the development and maintenance of, programming to educate faculty on best practices for research; for example, proposal writing, study design, and positioning for research awards. This includes, but is not limited to, advising and training faculty and staff who conduct research in order to enforce consistent methodology, disseminating knowledge and providing consultative support in the use of resources, services and applications germane to research projects. Develop and implement the strategic plans for research at the CSBS in consultation with other members of the leadership team.

Manage and coordinate the CSBS supported grant programs, including developing sponsored research program content. Review and initiate programs and operations that commit CSBS resources, establish policies relating to utilization of resources.

Coordinate and facilitate organizational, financial, programming, and physical planning for CSBS. Manage the budget and ensure compliance with university regulations relative to procurement; oversee the annual budget reporting; and interact with faculty, clinical, and research staff as well as campus administrative staff.

Oversee and supervise assigned staff; responsibilities include ongoing performance management with coaching and feedback, career development mentoring, task assignment, scheduling, ongoing and annual performance evaluation, and leave/travel approval.

Serve as liaison to staff and leadership in IHSI, OVCR, campus and university departments (such as OTM, SPA and interdisciplinary research units and other key campus offices), and faculty as part of developing internal and external stakeholder interactions. Explore and manage relationships with stakeholders interested in collaborating on research with Illinois through the CSBS. Represent the director at meetings, events and on committees, as needed. Analyze ongoing and completed work to improve efficiencies, formulating and recommending changes to program workflows.

Additional responsibilities as needed to further and enhance the missions and goals of CSBS.

**Position Requirements and Qualifications:**

PhD in a Social and Behavioral Science field required.

**Required:** Experience working within an academic environment in developing research collaborations and services. Experience communicating with a variety of internal and external stakeholders. Demonstrated writing experience via professional contributions, published papers and coursework. Ability to converse effectively regarding scientific/technical topics. Excellent interpersonal, communication and presentation skills. Proven organizational skills, sound judgment and strong problem solving skills. Demonstrated ability to perform efficiently with a professional demeanor in a diverse work environment. Proficiency in commonly-employed software and databases, including Microsoft Word, Excel, PowerPoint, and Outlook.

**Preferred:** Experience working with or knowledge of relevant research funding agencies. Relevant experience dealing with research business development / proposals / projects.

**Proposed start date:** As soon as possible after closing date of search.

**Salary:** Commensurate with qualifications and experience.

**Appointment Status:** Full-time academic professional appointment.

**To apply:** For full consideration, applications must be received by **June 14, 2019**. To apply, all candidates must submit an online profile through <https://jobs.illinois.edu> by the close of the posting period. Qualified candidates must upload a cover letter, CV and the names and contact information of three professional references.

For further information please contact Susan Key, OVCR HR [susankey@illinois.edu](mailto:susankey@illinois.edu).

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.