

UNIVERSITY OF NORTHERN IOWA

PROFESSIONAL & SCIENTIFIC POSITION DESCRIPTION

Working Title Associate Director

Code 2611

Reports To (Title) Director

Department/College Research & Sponsored Programs

Pay Grade 121 FLSA Status Exempt Administrative

Review Date 06/20

PRIMARY FUNCTION: Provides campus research services and development; facilitates research collaborations and fosters positive research culture; leads campus-wide research grant proposals; assists the Research Integrity Officer with management and facilitation for the process for investigating research misconduct; serves as Institution Review Board (IRB) Administrator, responsible for the regulatory review of research proposals; supervises staff; and oversees university research compliance and integrity.

PERCENTAGE OF TIME

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- 45% 1. Serves as IRB Administrator, managing the university IRB (committee and office) and all university aspects of human and animal research matters on campus; serves as assistant to the Research Integrity Officer by assisting with management and facilitation for the process for investigating research misconduct; performs the duties of the campus Responsible Conduct of Research (RCR) Coordinator, including assisting with development and creation of programs, procedures, and policies with the intent to directly impact the integrity of university research and scholarship by faculty, staff, and students; and oversees other research compliance programs (e.g. Animal Subjects).
30% 2. Provides supporting leadership for the Office of Research & Sponsored Programs (RSP), filling in for the RSP Director as needed; oversees RSP internal grant programs and evaluates program outcomes; leads special initiatives in the department, across campus and across the state; promotes and advances university support for grant-seeking, research, and scholarship; reviews and creates non-financial research agreements; and oversees RSP training opportunities, website, outreach, & communications.
25% 3. Provides campus-wide center development and support including oversight of the UNI Center Review process; engages faculty and administrators campus wide in furthering RSP goals and activities; plans and leads campus presentations, committees, and working meetings; facilitates opportunities to showcase faculty research and scholarship; and promotes mentoring and professional development for faculty in scholarly/research methods and project management.

GENERAL INFORMATION: Master's degree; at least two years of combined leadership/management experience in research development or research compliance; and at least two years of research compliance experience including research misconduct or IRB administration required. Ph.D.; experience in research or grants capacity building; and supervisory experience preferred.

The above statements reflect characteristic duties and responsibilities of the position and are not intended to limit the university's right to assign, direct and control duty assignments.

Prepared By: Melissa Engdahl

Incumbent:

Approved By: Tolif Hunt