



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Research and Sponsored Programs

JOB SUMMARY

Plans and implements programs of education and training for researchers. This position will create procedures to maintain and track research compliance in areas such as human subjects and animal care and use. Maintains office databases on proposals and grants submitted both internally and externally, by electronic transmission or by hard copy. This position will be second-in-command for the Office of Research and Sponsored Programs. Work is performed under general supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Research and Sponsored Programs

Supervises: Senior Grants Analyst, Secretary, Graduate Student

PRIMARY DUTIES - May include, but not limited to the following:

Programs and maintains office databases for reporting and data integrity.
Produces reports for administration, faculty, departments, and funding agencies.
Works with PIs and Research Funding Coordinator to develop and submit proposals, including electronic submissions.
Designs and maintains web pages for the Office of Research and Sponsored Programs.
Responds to inquiries and provides direct assistance to research faculty on all TWU campuses.
Assists faculty with downloading forms, word documents, helps create PowerPoint presentations, transfers videos or other images into research files, and creation of database files for data input.
Assists the Director and Research Compliance Coordinator in designing and implementing a University-wide education program on research compliance.
Assists with the preparation of quarterly reports and annual reports.
Acts as second-in-command in absence of the Director.

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Assists Director in planning activities of the office.
Plans workload and supervisory duties.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Troubleshoots software and hardware issues.
Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Five years of research administration experience. Ongoing education through workshops, training in special programs and technology, preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors primarily in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

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differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.