



DATE ISSUED: 09/06
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Houston Office of Research

JOB SUMMARY

The Director is responsible for facilitating the research endeavor and representing TWU research and researchers on the TWU-Houston campus and in the Texas Medical Center. The Director is responsible for organizing and implementing activities related to research and sponsored programs, keeping in mind the interests of the faculty and the University. Work is performed under minimal supervision with a broad latitude for initiative and independent judgment 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 of the Office of Research and Sponsored Programs (ORSP)

Supervises: Supervises staff in the Houston Office of Research

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

- Plans activities of the office in collaboration with Director of ORSP, Houston faculty members, and other staff.
- Represents TWU in the Texas Medical Center (TMC) and identifies research collaborations.
- Plans workload and supervisory duties.
- Responds to inquiries and provides direct assistance to research faculty on Houston campus.
- Provides direction and guidance to faculty and staff in the development, review, and submission of proposals for extramural funding.
- Provides assistance with writing, budget development, and overall preparation of proposals for extramural funding.
- Consults with faculty, directors, department heads, and deans to identify areas of research interest and to develop research agendas.
- Collaborates with Grant Manager in oversight of the expenditure of allocations for research support for Houston researchers.

Conducts or contracts workshops on topics such as proposal writing, grant management, and collaboration.

Assists with the preparation of quarterly reports and annual reports.

Works with the Denton ORSP staff in designing and implementing a University-wide education program on research.

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

Performs other duties as requested.

EDUCATION

Ph.D. degree required; tenure-track faculty eligible.

EXPERIENCE

Two years experience in research administration.

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 the long-term and short-term goals of the University.

Ability to establish and maintain effective work relationships with students, faculty, staff, Texas Medical Center personnel, 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 communicate effectively, orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

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.

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While performing the duties of this job, the employee is occasionally required 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 required by the job 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 primarily indoors. 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 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.

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