***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, Research Administration**

Job Family: Research Administration

Sub Family: General Research Administration

**Job Summary:**

Manages a wide range of financial and administrative functions in the area of research for a UMB School. Acts as an advisor to the senior management staff of the school.

**Essential Functions:**

* Provides expertise in strategic planning, organizational and management analysis, and grants and contracts management for the school.
* Partners with senior management in the development of strategic plans for the School.
* Manages and oversees grants administration and related activities with regards to regulatory compliance and resource utilization within the school.
* May be responsible for achieving financial objectives for the School, including: the preparation of annual School grant budgets; coordination and administration of grants and/or contracts.
* Responsible for effort reporting and cost sharing decisions related to research administration and development within the school.
* Oversees the provision of information regarding research funding opportunities to faculty members.
* Oversees the compilation and submission of research applications for the school.
* Develops, maintains, and implements school policies and/or services by establishing standards and procedures; measuring results against standards; and making necessary adjustments.
* Oversees space utilization and allocation needed for research.
* Oversees analyses and reporting for the school and interfaces with the Office of Research Development (ORD). May manage assigned staff within the framework of the school's overall plan.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in business, public administration or related field

Experience: Seven (7) years progressively building an administrative background with at least four (4) years the area of research administration

Supervisory: Three (3) years in a management/leadership level.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

Financial disclosure required.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1482H

SOC Code: 119199 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332031

USM eCode: E21330 AAP Code: 1C