***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: **Executive Director, Research Administration**

Job Family: Research Administration

Sub Family: General Research Administration

**Job Summary:**

Provides oversight for a wide range of administrative issues in the area of research funding and acting as an advisor to the Dean on these matters.

**Essential Functions:**

* Serves as an advisor to the Dean on research opportunities and other funding sources.
* Provides expertise in strategic planning, organizational and management analysis, grants and contracts management.
* Interfaces with Office of Research Development (ORD) and serves as a liaison with granting and funding agencies.
* Foster collaboration across the UMB campus and system to resolve problems, establish new funding opportunities, and maximize faculty and faculty resources.
* Serves as liaison with local state and federal agencies regarding Research Development, assuring compliance with all relevant federal and state guidelines.
* Manage and oversee grants administration and related activities with regards to regulatory compliance and resource utilization.
* Supervise the Program Director for Research Administration and Compliance and other staff in Research Administration.
* Responsible for effort reporting and cost sharing decisions related to research administration and development.
* Responsible for development and implementation of indirect cost policies and procedures.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in business, public administration, or other related field

Experience: Ten (10 progressively building an administrative background with at least seven (7) years the area of research administration

Supervisory: Five (5) years of management or leadership experience.

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: E1463J

SOC Code: 111020 IPEDS: Management

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

USM eCode: E21144 AAP Code: 1C