***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: **Specialist Research Career Development Lead**

Job Family: Research Sub Family: Program - Specific

**Job Summary:**

Assist in providing strategic direction and leadership for the research career development program. Direct operations which provide assistance to junior faculty and postdoctoral fellows for research career development. This position will be responsible for linkages with the School and University’s strategic planning and research goals. Carry out program development consistent with the research goals of the School and evaluate the effectiveness of programs in reaching these goals. Make recommendations for future program content and offerings. Collaborates with directors and Chairs within the business unit and throughout the campus in order to ensure the deliverance of high quality service.

**Essential Functions:**

* Provide general direction and leadership as well as individual counseling to faculty and postdocs regarding funding strategies and opportunities, including identifying funding options; identifying research team members, advising faculty regarding institutional research resources.
* Develop and teach workshops to support the research career development of faculty and postdoctoral fellows. Develop and teach workshops on identifying research funding opportunities, regional workshops focused on research funding, and workshops pertaining to laboratory and project management to support training grants.
* Develop, organize, and evaluate a scientific writing accountability program in order to increase the writing productivity of faculty.
* Serve as liaison to governmental and non-governmental funding agencies offering funding opportunities for faculty. Assist faculty in identifying funding opportunities and preparing grant and funding documents.
* Collaborate with upper level administrators within other offices serving faculty throughout the campus to ensure the deliverance of high quality service.
* Maintain effective communication and partnerships throughout the campus by conferring with faculty and campus leaders on issues pertaining to program functions.
* Monitor the budget, including approving finances, tracking expenditures, and preparing reports on current finances.
* Represent the department through participation in campus meetings and special projects.
* Develop and produce publications for faculty.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in business administration or related field.

Experience: Five (5) years of related experience with at least three (3) years in advising faculty regarding research issues in relation to research funding.

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

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

Job Code: E3335F

SOC Code: 131190 IPEDS: Business

EEO6 Code: Professional State Code: 9430516

USM eCode: E40144 AAP Code: 3A