**Assistant Dean for Research**

Indiana University of Pennsylvania seeks applications for the position of Assistant Dean for Research in the School of Graduate Studies and Research (SGSR). The Assistant Dean works with the Dean to actively advance research and scholarships through an array of research development and support programs for students, faculty, and staff. This highly visible position has a university-wide view of research administration and will become more critical as we strive to advance the research agenda of IUP and fulfill IUP’s role as a Doctoral Research University.

**Duties:** Serves as the point of contact and works with the Dean to develop and implement policies and procedures for reviewing the performance of over 50 University centers and institutes; Works positively and cooperatively with the Research Institute (RI); Acts as a backup to the Dean as an authorized University signatory on external proposals and awards made to IUP; Assists faculty with effective proposal preparation; Works with the Dean to plan and implement Research Appreciation Week; Serves on the University’s Institutional Review Board; Assists the Dean in reviewing and implementing research policies and compliance responsibilities associated with sponsored and non-sponsored research; Files annual report to the Office of Scientific Integrity on Research Misconduct; Reviews and approves Research Topic Approval Forms; Checks for faculty eligibility to advise graduate students; Participates in the Annual Undergraduate Scholars Forum.

**Qualifications:** Must have a Ph.D. or a terminal degree and five years experience in research. Must demonstrate excellence as a researcher, with a strong record of sponsored research and current research funding. Administrative expertise and experience in mentoring new researchers is desirable. Excellent interpersonal skills with demonstrated ability to work with diverse disciplines and groups. Experience with IRB and IACUC preferred. Candidates must be work eligible, communicate effectively, and perform well in the interview(s).

**How to Apply:** Applicants must send a letter of application, resume, and names, current addresses, and telephone numbers of three professional references by email to [jserio@iup.edu](mailto:jserio@iup.edu). For full consideration, applications should be received by

**December 4, 2009.**

IUP is a member of the Pennsylvania State System of Higher Education and is an equal opportunity employer M/F/H/V