

**ASSISTANT VICE PRESIDENT FOR RESEARCH ADMINISTRATION**

The University of Southern Mississippi, a premier research institution in Hattiesburg, Mississippi, seeks an innovative and skilled leader with a proven history in funded research or research administration for the position of Assistant Vice President for Research Administration.

Reporting directly to the Vice President for Research, the Assistant Vice President for Research Administration (AVPRA) will coordinate the administration of externally funded research and sponsored program activities for Southern Miss and ensure the University is in compliance with all federal and state regulations regarding the programmatic and financial administration of funded grants and contracts. The AVPRA will manage the Sponsored Programs Administration and Office of Contracts and Grants Accounting. The AVPRA will assure the use of best practices for research management and will implement systems to support financial, regulatory and funding agency requests for data.

The AVPRA will:

* manage the pre-award and post-award activities of the University to assure the use of best practices in the management of research grants;
* facilitate the submission of all sponsored project proposals on behalf of the University;
* provide training to faculty and staff to assist them in the submission of proposals and management of projects awarded to the University;
* monitor national developments in academic research funding and work directly with the faculty to encourage and develop research activities in support of the University research mission;
* advise the Vice President for Research (VPR) in all matters pertaining to research administration and serve as a member of the leadership team in the Office of the VPR;
* serve as an expert resource for proposal preparation, post-award administration, and research compliance and reporting requirements; and
* serve as an ex-officio member of the University Research Council and on other University committees as assigned by the VPR.

Successful candidates will have an excellent track record in research administration, significant knowledge of research funding organizations and more than 10 years of experience in research initiatives. Candidates should have a master’s degree, but a doctorate and experience in higher education environment is strongly preferred.

Applicants should apply online at <http://jobs.usm.edu> (Posting 0002115). Applicants will be asked to upload a cover letter, résumé or CV, and contact information for three references. It is not necessary for applicants to complete the employment history, educational history, or reference sections of the online application. The position is open until filled, and candidates who apply before March 30, 2012, will be given full consideration.