Exciting job opportunity now available in the Department of Medicine at Duke University in Durham, NC

The Department of Medicine is the largest academic research unit at Duke University, receiving $125M+ in new awards from NIH in FY2011, annually averaging >500 new proposals submitted with >$75M in direct sponsored research expenditures. The Director is responsible for all pre-award and post-award activity within the department, as well as oversight of the financial practices of the clinical research unit and research space management, directly managing a team of ~10 staff and providing functional leadership to 40+ staff among 15 divisions.

To apply, please visit: http://www.hr.duke.edu/jobs/apply/external.php and enter requisition #400616115. Additional questions may be directed to nate.martinez-wayman[@]duke.edu.

DIRECTOR, DEPARTMENT OF MEDICINE, RESEARCH ADMINISTRATION

Work Performed

- Oversee all pre-award and post-award research activities, the research administration personnel within the centralized Department of Medicine Research Administration team, and the divisional research administration personnel.
- Oversee the post-award review of all extramural funding including government and non-government grants, foundation awards and contracts on behalf of the Department and its functional groups to assure institutional and sponsor compliance, budgetary appropriateness, and compliance of grant and contract awards to applicable governmental guidelines.
- Participate in internal or external audits of Department grants/contracts by providing information and documentation as requested, providing relevant information regarding background and/or processes that will be useful in the conduct of the audit.
- Provide guidance/oversight to the financial practices team of the Department's clinical research unit, which is responsible for industry sponsored research involving human subjects.
- Promulgate best practices, FAQs, training and other resources to divisional staff to ensure each individual has access to the tools they need to be a high performing research administrator; provide current information regarding institutional policies/procedures/forms to all divisional staff in a timely fashion.
- Provide accurate, current and comprehensive reporting to departmental and divisional leaders regarding proposal, award and related activity to promote

informed and effective decisions.

- Interface with the Department Chair, Vice Chairs, Principal Investigators, Divisional Business Managers, and funding agencies on all sponsored research matters.
- Actively engage with the school and the institution on all initiatives related to research administration, including technology, training, policies, reporting, special projects, and post-award financial/compliance.
- Establish, maintain and implement procedures and guidelines for research administration.
- Partner with the Department's Faculty Director of Lab-Based Research to provide leadership to all research space issues; assist divisions with the allocation and effective management of space; ensure consistent implementation of departmental and institutional policies concerning research space across divisions.
- Ensure adequate supervision of the day-to-day operation activities, including proposal development, effort allocation, reconciliation and analysis of monthly financial statements, monthly reporting, etc.
- Manage the effort monitoring process for all faculty and staff in the Department, including regular review of faculty effort in response to institutional and sponsor requirements.
- Oversee research operations for new and existing Principal Investigators to include management of space, facilities, and equipment inventories.

Knowledge, Skills and Abilities

- Proven innovation and initiative to anticipate, develop, and implement new procedures, practices and processes adaptable to constantly changing work patterns and business methods, to solve unusual and new concerns using means which establish effective and efficient precedents.
- Strong analytical and critical thinking skills to identify problems and develop innovative solutions.
- Demonstrated ability to interpret policies and procedures, propose solutions to problems, and apply solutions to non-recurring or precedent-setting situations.
- Proven ability to develop, analyze, and carry out project objectives and work well with others of a diverse nature in achieving organizational goals.
- Proven ability to research, gather and organize information to produce concise reports using various resources.
- Extensive knowledge of governmental regulations and sponsor policies relevant to research in an academic medical environment.
- Strong leadership skills and ability to take responsibility for assigned areas, to gain the confidence of clients and colleagues, and to motivate staff members to perform at a high level.
- Excellent negotiation skills. Demonstrated counseling techniques with the ability to act as a facilitator, exercise diplomacy, tact, professionalism, responsiveness, a

high degree of flexibility, and solve concerns between individuals in a fair and equitable manner.

- Excellent interpersonal, as well as written and verbal communication skills to interact with a variety of personalities at all levels, exercising tact, sound judgment, diplomacy, and flexibility to promote positive working relationships and job effectiveness.
- Proven organizational, analytical and management skills.
- Ability to act independently and exercise sound judgment, and the acumen and sensitivity to identify matters that require higher level management consultation and/or group collaboration.
- Demonstrated ability at presenting a positive, professional and helpful impression and working as a team member.
- Certified Research Administrator designation preferred.

Minimum Qualifications

Education

Work generally requires organizational, analytical and communication skills normally acquired through the completion of a bachelor's degree program.

Experience

Work normally requires seven years of progressive administrative experience, generally in an academic medical center or similar organization to become proficient in managing a complex high-volume research administration entity. A Master's degree in a related field may be substituted for experience on a 1:1 basis.

Salary commensurate with experience.