

**Director of Research Administration**

**VCU Massey Cancer Center**

**Virginia Commonwealth University**

Virginia Commonwealth University is seeking a dynamic, results-oriented Director of Research Administration for the VCU Massey Cancer Center. The Director of Research Administration, reporting directly to the Senior Director of Administration, is charged with strategic oversight and management of operational services supporting basic, translational and clinical research across Massey Cancer Center (MCC). The incumbent is responsible for oversight of the center’s National Cancer Institute (NCI) Cancer Center Support Grant (CCSG) and program activities. The Director of Research Administration also provides administrative oversight, in collaboration with the Associate Directors of Administration and Shared Resources, for operations of all MCC shared resources.

The incumbent, who will oversee all facets of pre and post-award research administration, will organize and structure administrative services in order to effectively manage, increase the efficiency, and expand the capacity of the areas of sponsored research and accounting. Direct reports to the Director of Research Administration include the assistant directors of clinical research and financial management, as well as the center grants program administrator and senior research administrator.

Serving as a principal advisor to the Senior Director of Administration and Chief Administrative Officer (CAO), the Director of Research Administration will support faculty in all aspects of grant development including the management of the submission of extramural and intramural grants and programs. The Director of Research Administration will work collaboratively with MCC leadership and Senior Director of Administration in providing financial leadership and oversight for cancer center research, as well as in developing and maintaining an annual budget.

This position will collaborate with the MCC director, associate directors, and core directors to develop and support shared resource facilities, including organization of space, personnel, and equipment, as needed. The Director of Research Administration will represent MCC in the institutional annual process, known as HEETF, for shared resources equipment acquisition.

To achieve this mission, the Director of Research Administration will work closely with the MCC director, the associate directors of shared resources, basic research, clinical research, and translational research, the CAO, and the Senior Director of Administration in managing the domain strategically, effectively, and proactively in response to day-to-day issues and operations.

**About VCU Massey Cancer Center:**

Founded in 1974, VCU Massey Cancer Center is a non-profit organization part of Virginia Commonwealth University, one of the nation’s top research universities, and VCU Medical Center, a leading academic health system ranked Virginia’s top hospital by U.S. News & World Report in 2013.

We are one of only 67 among 1,500 cancer centers in the country, and one of only two in Virginia, designated by the National Cancer Institute. Placing us among the top 4 percent of cancer centers in the country, NCI designation means we are leading and shaping America’s fight against cancer.

We are a vital resource for cancer research, treatment and clinical trials as well as training of the region’s oncologists.

<http://massey.vcu.edu/news/about/facts/>

**About VCU and VCU Medical Center:**

Virginia Commonwealth University is the largest university in Virginia and ranks among the top 100 universities in the country in sponsored research. Located on two downtown campuses in Richmond, VCU enrolls nearly 32,000 students in 205 certificate and degree programs in the arts, sciences and humanities. Sixty-five of the programs are unique in Virginia, many of them crossing the disciplines of VCU’s 15 schools and one college. MCV Hospitals and the health sciences schools of Virginia Commonwealth University compose the VCU Medical Center, one of the nation’s leading academic medical centers. For more information, see [www.vcu.edu](http://www.vcu.edu). The VCU Medical Center is a comprehensive academic medical center with Schools of Allied Health Professions, Dentistry, Medicine, Nursing, Pharmacy, and developing school of public health.

**Application Process:** This position is a professional, non-tenure eligible, professional faculty position with academic rank of Instructor, subject to the Universities policies and procedures governing administrative and professional faculty appointments as noted on the following link: [http://www.provost.vcu.edu/faculty-affairs/faculty-resources/faculty-handbook/](http://www.provost.vcu.edu/faculty-affairs/faculty-resources/faculty-handbook/%20).

Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.