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**Office of Research Services for the Health Sciences Division**

**Director of Research Administration**

Loyola University Chicago (<http://ssom.luc.edu>), a private university founded in 1870 as St. Ignatius College and one of the nation’s largest Jesuit, Catholic Universities, seeks a nationally recognized leader and a highly accomplished executive who will guide the Office of Research Services for the Health Sciences Division.

The Director of Research Administration is responsible for the management and oversight of the Office of Research Services for the Health Sciences Division (HSD), the mission of which is to advance the University’s commitment to a socially just world by developing health care leaders and improving human health through education and research grounded in Jesuit, Catholic values. The Director must be an innovative leader with the vision and expertise to enhance research administration processes and the research profile of the University. This position will assure that the appropriate systems, structures, processes, and personnel are in place to fully comply with all relevant federal/state regulations, sponsor requirements, and University policies and procedures. The Director will work collaboratively with HSD leadership to advance the Division's research mission with LUC partners, including the Loyola Health System, CHE-Trinity, the Hines VA, as well as optimize partnership with other University leaders.

The Director serves as the expert resource regarding educational initiatives for grant and contract preparation; new funding agency requirements; oversight responsibility for sponsored programs, contracting and technology transfer; financial regulations requirements; systematic reporting of research activity; review of systems and policies to ensure all aspects of compliance; and identifying funding opportunities for individual faculty and groups.

Candidates for Director of Research Administration will have a BA/BS degree, a graduate degree in a related field (strongly preferred), and have over 5 years of experience in research administration within the field of research administration/sponsored programs administration, including significant experience in both Federal and non-Federal pre-award and contracting management (i.e. proposal review and submission, term and condition review and interpretation, contract negotiation) in a university, non-profit or research institution. The Director must have progressively responsible positions of leadership in the field of research and grants administration with experience using electronic award management and reporting tools. Deep knowledge of federal sponsor regulations, proposal requirements, strong financial analytic skills and the ability to manage, including performance evaluation and hiring activity, with excellent interpersonal, verbal and written communication skills are required.

Loyola University Chicago has retained Opus Partners ([www.opuspartners.net](http://www.opuspartners.net)) to support this recruitment. Katie Dean, Associate Partner, is leading the search. Inquiries, applications, and nominations should be submitted by email to either Katie Dean, Associate Partner (katie.dean@opuspartners.net) or Marisea Rivera, Associate (marisea.rivera@opuspartners.net).

*Loyola University Chicago is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion (except where religion is a bona fide occupational qualification for the job), national origin, sex, age, marital status, sexual orientation, gender identity, or protected veteran status and will not be discriminated against on the basis of disability.*