

Position: Director, Office of Research Programs & Services

New College of Florida is looking to hire a Director of Research Programs & Services to support a growing faculty and their sponsored research and projects, as part of an exciting campus-growth initiative funded by the State of Florida (see <https://www.ncf.edu/about/growth-2024/>).

New College is committed to recruiting and retaining diverse professionals. Candidates from underrepresented groups, women, and those whose knowledge or skills support an inclusive culture and research environment are especially encouraged to apply. At New College, you will find a small, creative and flexible team of faculty and staff. Here you will have the opportunity to enhance established practices as well as create new mechanisms to foster a sponsored research and projects environment, all while maintaining a healthy work-life balance. Through the Office of Research Programs & Services (ORPS), you will engage with staff and faculty local to Florida, from across the country and from different parts of the world, and you will have the opportunity to create productive relationships with individuals with diverse viewpoints and approaches. You will have the unique opportunity to expand the College's current grant portfolio, which includes awards from NSF, EPA and the Andrew Mellon Foundation.

Overall Direction, Resource Development, Sponsored Research and Projects, Award Management, Post Award, and Research Integrity Expectations: Our ideal new Director will have excellent strategic, grant seeking, and award management skills, and will embrace working in a small office that manages all stages of a sponsored project from pre-award to closeout. You will report to the Provost and VP of Academic Affairs and your primary responsibilities will include overall direction of the research strategy for the College, pre-award functions, overseeing post award activities, and managing research integrity. You will also manage the human protections program and serve as administrator of the Institutional Review Board (IRB).

We require you have a Master's degree in an appropriate area of specialization and six years of appropriate experience or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience at a higher education institution or research institute. CRA is a plus. We also expect you to have knowledge of the research cycle across academic disciplines, funding opportunities for faculty across career stages, and funding databases and grants management systems (grants.gov, research.gov, FastLane and Banner, ProposalCentral, , among others). In addition, as IRB administrator, you should also be well versed in human protections and the revised Common Rule.

This position requires you to have exceptional interpersonal, organizational, writing, editing, communication and computer skills, and have the ability to prioritize, multi-task and meet time-sensitive deadlines.

About New College: With a total enrollment of 750-800 students and a student-to-faculty ratio of 10:1, New College is a state institution that offers a personal and collaborative learning environment, where faculty and students engage in in-depth exploration of ideas and subject matter, and where faculty often collaborate in research with undergraduate students.

Located on a beautiful 110-acre campus on sunny Sarasota Bay, New College provides an ideal learning environment for intellectually curious, motivated students who thrive on active learning and are drawn to an intellectually rigorous curriculum. <https://www.ncf.edu/about/>

Application: If you are interested, please apply online at <http://www.ncf.edu/employment>, and provide a resume and cover letter that speaks to your interest in working at a small public Liberal Arts College, to your experience working with faculty, and to your background in different roles within research administration. Also include the names and contact information for three professional references. Deadline: For full consideration, please submit a complete application by October 8th; applications will be considered until the position is full. According to Florida law, applications and meetings regarding applications are open to the public upon request. Applicants who need reasonable accommodations in order to participate in the selection process must notify the chair of the search committee 48 hours in advance of a meeting. New College is an Equal Opportunity/Equal Access Institution.