



## Job Description

<b>Job Title</b>	SENIOR RESEARCH CONSULTANT
<b>Job ID</b>	35887
<b>Location</b>	Columbia
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

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## Hiring Department

Office of Research and Economic Development

The MU Office of Research and Economic Development (ORED) is administered by the Vice Chancellor for Research and Economic Development and supports the scholarly, scientific, and creative endeavors of the MU faculty and staff. ORED provides institutional support to MU faculty throughout all phases of research, including pre-award administrative support; post-award administrative support; and research protections and compliance.

## Job Description

This position will be a part of the Strategic Proposal Development Service (SPDS). SPDS will be a research administration unit of ORED that is organized to support the development of interdisciplinary center proposals, training grant proposals, facility improvement and instrumentation proposals, and research and resource center proposals that are in the pursuit of the University of Missouri's mission of increasing scholarly productivity and creative works. In addition, SPDS will provide comprehensive and integrated proposal planning (long-term positioning using competitive intelligence) and proposal development and support for faculty in all disciplines. The Senior Research Consultant represents the strategic and research interests of ORED while supporting the overall strategic goals for MU through collaboration with other stakeholders. This person will coordinate efforts with members of the Office of Research & Economic Development, the Research Development Network, and the fiscal/grants team to help support the development and submission of large interdisciplinary proposals and strategic programs at the campus level.

Job duties include:

- Provides project management including timelines, progress, action items, deadlines, support for center proposals, training proposals, facility improvement and instrumentation proposals, and interdisciplinary strategic proposals that are aligned with the University of Missouri's research mission.
- Coordinates internal proposal review processes.
- Work with the primary faculty's unit to identify and provide support needed for large, university led proposals and limited submission strategy.
- Guides the development of large, interdisciplinary proposals to support institutional research strengths and priorities.
- Participates in coordinating funding opportunities with other operations; including federal initiatives, governmental relations, corporate-public/private partnerships, philanthropy, strategic communications, engagement and outreach, as needed
- Working with the Assoc Vice Chancellor of Research, provides strategic planning and implementation support for defined research areas, including facilitating faculty participation, setting goals, achieving milestones, and reporting progress and results.
- Collaborates to identify areas of institutional research priorities, opportunities, strengths, and weaknesses.
- Provides training and assistance for faculty and staff in identifying funding opportunities and preparing and submitting proposals, in partnership with the Research Development Network and Office of Sponsored Programs Administration. Supports professional development for team members through training and mentorship.

## Salary

Salary Range: \$70,000 - \$105,000 annually

GGs Grade: 12

University Title: Senior Research Consultant

Internal applicants can determine their university title by accessing the Talent Profile tile in myHR.

**Shift**

M-F 8-5, with some evening and weekends if needed.

**Minimum Qualifications**

A Bachelor's degree or an equivalent combination of education and relevant experience, and at least 5 years of experience from which comparable knowledge and skills can be acquired is necessary.

**Preferred Qualifications**

Previous experience with interdisciplinary funding proposals

**Columbia Missouri Information**

Columbia, Mo., is known as an ideal college town, combining small-town comforts, community spirit and low cost of living with big-city culture, activities and resources. Home to nationally renowned public schools and other colleges and educational centers, Columbia is packed with restaurants and entertainment venues and hosts more than a dozen annual cultural festivals.

**Benefit Eligibility**

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

**Diversity Commitment**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

**Equal Employment Opportunity**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

**EEO IS THE LAW**

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)

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