

Director of Research Development Office

Posting Details

Posting Information

Posting Number	PG193699EP
Internal Recruitment	No
Working Title	Director of Research Development Office
Anticipated Hiring Range	\$90,000 to \$100,000
Work Schedule	M-F 8:00 - 5:00 pm
Job Location	Raleigh, NC
Department	College of Education

About the Department

The Office of Research Development (ORD) supports faculty in the College of Education in their efforts to establish and maintain successful research programs. Our goal is to help faculty achieve their professional objectives while promoting the College's commitment to high-quality research and the dissemination of promising results and practices to our diverse constituencies. Additionally, we aim to enhance the operation of the College by generating new sources of funding.

Essential Job Duties

The Director of the Research Development office supports faculty and research associates in the College of Education to identify and secure external funding to support their scholarly activities. The Director oversees the management, operation, and support of the pre-award research administrators in the Research Development Office. The Director is responsible for strategic, proactive, and capacity-building activities designed to grow the research portfolio for the College. They ensure that all pre-award activities, including proposal development, submission, and negotiation of research awards are conducted efficiently and in compliance with institutional, sponsor, and federal guidelines. The Director works effectively with other central and college offices across campus. The Director works closely with faculty, research associates, research administrators, and external sponsors to support and enhance research activities in the College.

The Director of the Research Development Office is responsible for leading and managing the development, review, and submission of research grants and contracts. The Director provides strategic direction, oversight, and support to the research administrators in the Research Development Office ensuring that all processes and services align with the goals of the college and university. They work closely with the Director of Research Management in the College, and other research offices across campus including Sponsored Programs Administration, Research, and Compliance (SPARCS), and Contracts and Grants. They also interact with research administrators at other institutions to facilitate timely submission of collaborative proposals. The Director ensures that all pre-award activities, including data use agreements, proposal development, submission, and negotiation of research awards, are conducted efficiently and in compliance with institutional, sponsor, and federal guidelines. The Director supports the college and university research mission through multiple activities. Key responsibilities of the position include:

Leadership (25%): Provide strategic direction and oversight for the pre-award research administrators in the Research Development Office, ensuring that all processes and services align with college and university goals and meet the needs of multiple constituencies.

Proposal Management and Compliance (60%): Oversee the workflow of proposals in the Research Development Office and the proposal submission process. This includes budget

development, reviewing, editing, and approving proposals to ensure compliance with sponsor and university requirements, and the submission of proposals in electronic systems such as Research.gov, Grants.gov, ASSIST, and submissions systems for foundations. The Director serves as the university signatory for proposal submissions.

Training and Development (15%): Provide training and support to the pre-award research administrators in the research office and researchers in the college on proposal development, budget preparation, and compliance requirements. Assist with the identification and communication of relevant funding opportunities to researchers. Assist in partner identification and facilitation of projects that involve researchers outside of the college. Plan and offer proposal development workshops and other presentations. Remain abreast of the latest policies and procedures governing the submission and management of proposals.

Other Responsibilities

Represent the college by serving on college committees and attending university-wide research meetings and conferences.

Qualifications

Minimum Education and Experience

Require post-baccalaureate credentials or a bachelor’s degree plus alternative or equivalent professional training and experience.

Other Required Qualifications

- Familiarity with pre-award proposal submission processes, budget development, and federal guidelines.
- Strong written and interpersonal communication skills,
- Versatile, a self-starter, resourceful,
- Highly independent with the ability to exercise discretion and sound judgment
- General knowledge of technology including, Google Docs, Sheets, Drive, Zoom, Microsoft applications (Word, Excel), and Adobe products.

Preferred Qualifications

- Five years of pre-award experience

Required License(s) or Certification(s)

n/a

Valid NC Driver's License required

No

Commercial Driver's License required

No

Recruitment Dates and Special Instructions

Job Open Date

10/02/2024

Anticipated Close Date

Open Until Filled

Special Instructions to Applicants

Please include a cover letter, resume/CV, and contact information for professional references.

Position Details

Position Number

00060676

Position Type

EHRA Non-Faculty

Full Time Equivalent (FTE) (1.0 = 40 hours/week)

1.00

Appointment	12 Month Recurring
Mandatory Designation - Adverse Weather	Non Mandatory - Adverse Weather
Mandatory Designation - Emergency Events	Non Mandatory - Emergency Event
Department ID	130701 - Education Research

AA/EEO

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran. Individuals with disabilities requiring disability-related accommodations in the application and interview process are welcome to contact 919-515-3148 to speak with a representative at the Office of Institutional Equity and Diversity.

If you have general questions about the application process, you may contact Human Resources at (919) 515-2135 or workatncstate@ncsu.edu.

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. Degree(s) must be obtained prior to start date in order to meet qualifications and receive credit.

NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Supplemental Questions

Required fields are indicated with an asterisk (*).

Application Materials Required

Required Documents

1. Cover Letter
2. Resume
3. Contact Information for References

Optional Documents