

Associate Vice Chancellor, Research Administration

Posting Details

Posting Information

Posting Number	PG194788EP
Internal Recruitment	No
Working Title	Associate Vice Chancellor, Research Administration
Anticipated Hiring Range	Commensurate with experience and education
Work Schedule	Monday - Friday, 8:00am - 5:00pm, overtime as required to meet deadlines
Job Location	Raleigh, NC
Department	Office of Sponsored Programs
About the Department	The Office of Sponsored Programs (OSP) is NC State's central administrative hub for institutional research administration. OSP provides enterprise-level leadership and operational support across three core institutional areas: • Institutional Pre-Award Services • Institutional Contract Negotiations • Institutional Research Systems & Reporting OSP oversees all institutional pre-award and non-financial post-award activities, including proposal review, submission, negotiation, acceptance, and award management for more than 3,700 annual actions and over \$500M in sponsored funding. The office leads the configuration, governance, and reporting infrastructure for the university's research administration systems and partners closely with OPAFS, the Office of Research Commercialization, the Office of Information Technology, General Counsel, and academic units to ensure that NC State's research enterprise operates with integrity, efficiency, and resilience.
Wolfpack Perks and Benefits	As a Pack member, you belong here, and can enjoy exclusive perks designed to enhance your personal and professional well-being. As you consider this opportunity, we encourage you to review our Employee Value Proposition and learn more about what makes NC State the best place to learn and work for everyone. What we offer: • Medical, Dental, and Vision • Flexible Spending Account • Retirement Programs • Disability Plans • Life Insurance • Accident Plan • Paid Time Off and Other Leave Programs • 12 Holidays Each Year • Tuition and Academic Assistance • And so much more! Attain Work-life balance with our Childcare benefits, Wellness & Recreation Membership, and Wellness Programs that aim to build a thriving wolfpack community. <i>Disclaimer: Perks and Benefit eligibility is based on Part-Time or Full-Time Employment status. Eligibility and Employer Sponsored Plans can be found within each of the links offered.</i>
Essential Job Duties	The Associate Vice Chancellor, Research Administration (AVC-RA) serves as the university's senior executive leader for sponsored programs and institutional research administration, providing strategic oversight of enterprise-wide pre-award services, sponsored project administration, research contracts, research administration systems, and research administration data governance. Reporting directly to the Vice Chancellor for Research and Innovation, the AVC leads a high-performing leadership team that includes the Director of

Institutional Research Systems & Reporting, the Director of Research Administration & Campus Liaison, and additional OSP directors. Working collaboratively with university leadership, colleges, research centers, faculty, federal sponsors, and administrative partners, the AVC ensures a coordinated, compliant, and service-oriented research administration enterprise that advances NC State's research mission while strengthening institutional stewardship and operational excellence.

As the AVC RA, you will shape the future of research administration at one of the nation's leading public research universities. Your leadership will influence how investigators secure external funding, how research operations evolve to meet an increasingly complex regulatory environment, and how institutional systems, data, and policies support innovation at scale. Success in this position comes from balancing strategic vision with collaborative leadership—building trusted partnerships across the university, championing continuous improvement, and fostering an environment where faculty and research administrators have the resources, guidance, and infrastructure needed to expand NC State's research impact.

Key Responsibilities fall within the following functional areas.

Strategic Leadership & Research Administration:

- Provide strategic leadership for the university's sponsored programs enterprise, aligning research administration priorities with institutional goals and the evolving external funding landscape.
- Advise the Vice Chancellor for Research and Innovation and university leadership on research administration strategy, sponsored programs, regulatory compliance, institutional risk, and operational effectiveness.
- Lead the development and implementation of university-wide policies, governance, and business practices that strengthen research administration and support faculty success.
- Foster a culture of collaboration, service excellence, continuous improvement, and accountability across the Office of Sponsored Programs and the broader research community.

Enterprise Oversight & Risk Management:

- Provide executive oversight of institutional pre-award operations, research agreements, and sponsored programs administration to ensure consistent, compliant, and customer-focused service delivery.
- Safeguard the university's legal, financial, and operational interests through effective risk management, contract oversight, and compliance with federal, state, and sponsor requirements.
- Lead the university's response to significant regulatory changes, audits, investigations, and other matters impacting the research enterprise.

Research Systems, Data & Operational Excellence:

- Provide executive sponsorship for research administration systems, institutional data governance, and modernization initiatives that enhance operational effectiveness and decision-making.
- Champion technology, process improvement, and analytics strategies that strengthen research administration services and support institutional growth.
- Ensure research administration infrastructure evolves to meet the changing needs of faculty, sponsors, and the university.

University & External Engagement:

- Build trusted partnerships with university leadership, faculty, colleges, and research administrators to advance the institution's research mission.
- Represent NC State in relationships with federal agencies, industry, nonprofit organizations, and national research administration associations.
- Serve as the university's senior institutional representative for complex sponsor negotiations, strategic collaborations, and matters requiring executive-level consultation.

If you are a collaborative and strategic leader who is passionate about advancing research, building strong institutional partnerships, and shaping the future of research administration, we encourage you to apply.

Other Responsibilities

In addition to the core responsibilities of this role, there will be occasional opportunities to take on additional duties. This offers an opportunity to build on your skills, explore new areas, and gain a deeper understanding of the department's operations.

Qualifications

Minimum Education and Experience	Requires a relevant post-Baccalaureate degree with a minimum of three (3) years or greater of related professional experience, or a relevant undergraduate degree and a minimum of five (5) years or greater of relevant experience may be substituted for the advanced degree.
Other Required Qualifications	• Extensive progressively responsible leadership experience in sponsored programs, research administration, or a closely related function within a large, complex research institution. • Demonstrated success leading enterprise-wide research administration operations, including developing strategy, guiding organizational change, and advancing operational excellence. • Experience negotiating complex research agreements and managing institutional risk while ensuring compliance with federal regulations, sponsor requirements, and university policies. • Proven ability to lead organizational transformation through process improvement, technology modernization, or implementation of enterprise research administration systems. • Demonstrated success building collaborative partnerships, influencing executive and academic leaders, and leading high-performing teams within a decentralized organization. • Exceptional communication, strategic decision-making, and relationship management skills with the ability to represent the institution in complex, high-impact matters.
Preferred Qualifications	• Terminal degree (e.g., PhD, JD, or equivalent) in a relevant discipline. • Executive leadership experience within an R1 university or similarly complex research-intensive organization. • Experience leading enterprise-wide research administration technology, data governance, or institutional modernization initiatives. • Demonstrated success leading and developing senior leaders within a large, decentralized organizational environment.
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	08/10/2026
Anticipated Close Date	10/1/2026; if posting is active we are still accepting and reviewing applications
Special Instructions to Applicants	Please include a resume, letter of interest summarizing your qualifications, and the names and contact information of three professional references. Inquiries may be directed to Justin Lang, Director, Executive Search Services, at 919-513-1963 or justin_lang@ncsu.edu.

Position Details

Position Number	00001681
Position Type	EPS/SAAO
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	060401 - ORI-Ofc of Sponsored Programs
EEO	NC State University is an equal opportunity employer. All qualified applicants will receive equal opportunities for employment without regard to age, color, disability, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation, and veteran status. The University encourages all qualified applicants, including protected veterans and individuals with disabilities, to apply. Individuals with disabilities requiring disability-related accommodations in the application and interview process are welcome to contact 919-513-0574 to speak with a representative of the Office of Equal Opportunity. 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 (*).

1. * How did you learn of this opportunity?

- NCSU Website
- NCSU Executive Search Services
- Monster.com
- CareerBuilder.com
- InsideHigherEd.com
- Other Online Job Board
- Carolina Job Finder / Employment Guide
- Job / Career Fair
- The Chronicle of Higher Education
- HERC
- Professional Journal
- Print Advertisement (Newspaper / Periodical)
- Professional Organization
- Direct Contact from NCSU HR Representative / Recruiter
- NCSU Employee Referral
- Social Media (LinkedIn, Twitter, Facebook, Other)
- Other

2. If you learned about this vacancy from "other source" or "other website", please provide the source.
(Open Ended Question)

Application Materials Required

Required Documents

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

Optional Documents