**Assistant Director, Research Institute Standard Job Description**

**Classification Title:** Assistant Director, Research Institute

**FLSA Exemption Status:**Exempt

**Pay Grade:** 17

**Job Description Summary:**

The Assistant Director, Research Institute, under direction, is responsible for the day-to-day management, leadership, and development of portfolios of research within the strategic plan. Provides operational leadership to research teams, conducts independent research activities, assists leadership in all aspects of unit finances and budgeting. The Assistant Director, Research Institute provides strategic advice on best practices in research design and development, research management, and the research landscape.

**Essential Duties and Responsibilities:**

**40% Leadership and Strategic Management**

* Oversees the day-to-day management, leadership, and development of research portfolios within the strategic plan.
* Provides strategic advice to leadership on best practices in research design and development.
* Assists leadership in identifying and developing new strategic opportunities and partnerships in research funding.
* Leads strategic planning for areas supervised and assists in developing overall strategic plans for the institute.
* Works with colleagues on large-scale projects and initiatives.
* Manages project portfolios in line with business strategies and project management standards.
* Coordinates project resources in conjunction with sponsors and services.
* Establishes goals for project delivery.

**20% Research Development and Coordination**

* Identifies funding opportunities and faculty collaborators.
* Writes and submits grants, assisting investigators with process management and preparing budgets.
* Coordinates funded projects, including preparing reports and providing oversight for project personnel.
* Acts as a liaison with investigators and Sponsored Research Services.
* Maintains standard operating procedures to comply with research administration policies.
* Coordinates peer-reviewed publication submissions and guides staff through manuscript preparation.
* Coordinates conference presentations and maintains inventory of manuscripts and presentations.

**10% Financial Management and Compliance**

* Oversees project budgets and schedules that impact financial revenue and expenses.
* Monitors revenues and expenses, working with staff to maintain a balanced budget.
* Advises project leaders on the financial position of relevant accounts.
* Prepares the annual budget for the unit and coordinates with leadership.
* Applies internal and governmental practices in vendor selection and project lifecycle management.
* Monitors compliance with standards, policies, and procedures.

**10% Communication and Outreach**

* Collaborates with communications colleagues to develop knowledge mobilization strategies.
* Writes articles and policy papers for various audiences and outlets.
* Represents the institute at conferences, workshops, and relevant events.
* Communicates with project partners and funders to coordinate activities.
* Presents findings and recommendations to stakeholders.
* Assists in coordinating events related to the institute's initiatives.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Master’s degree or equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 