**Associate Director, Research Development Services Standard Job Description**

**Classification Title:** Associate Director, Research Development Services

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Associate Director of Research Development Services (RDS), under general direction, is responsible for overseeing the coordination and administration of various programs within or assigned to RDS, including planning, organizing, staffing, and training; offering strategic review of proposals and linking professional development efforts in Research Development Services to other units and program.

**Essential Duties and Responsibilities:**

**40% Leadership and Strategic Development**

* Serves as part of departmental leadership team and assists in developing departmental strategies for research development.
* Develops strategic plans and sets goals for assigned programs in collaboration with administration.
* Establishes performance goals and measures to evaluate the success of areas of responsibility.
* Assists in formulating and implementing policies and procedures.
* Provides leadership for the department in specific areas of expertise.
* Monitors national trends and seeks new information for faculty professional development.
* Participates in planning, directing, and coordinating operational matters related to programs.

**20% Program Management and Support**

* Develops, implements, and oversees programming for various services.
* Manages and directs HelpDesk and user support with a mission to provide robust support services.
* Collects data and analyzes for reporting and tracking progress.
* Maintains program activity records and provides progress reports to leadership.
* Oversees and manages personnel issues of employees supervised.
* Develops program budgets based on needs and availability of funding.
* Supervises and directs staff and activities of project teams.

**10% Training and Development**

* Organizes and hosts training programs for users and student workers.
* Provides guidance and support to research teams in proposal development.
* Develops and coordinates documentation provided to customers.
* Participates in training and professional development focusing on leadership.

**10% Compliance and Standards**

* Ensures compliance with unit, department, and government standards, policies, and procedures.
* Enforces ethical, regulatory, and performance standards.

**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:**

* Masters degree or equivalent combination of education and experience.

**Required Experience:**

* Eight 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**