POSITION DESCRIPTIONS

Vice Dean for Research: The Vice Dean for Research provides transformational leadership in the research mission of the school. The Vice Dean administers grant development activities and resources through the Office of Nursing Research and Scholarship (ONRS), establishing and managing a budget, staff, and appropriate resource materials for faculty and doctoral student use; maintains an active program of research and mentors faculty, students, and community scholars in developing programs of research; works collaboratively with HSC colleagues, community counterparts and multi-campus sites in nursing research efforts; advocates for scientific integrity in proposal writing, conduct of investigations and reporting research findings; establishes research goals for the School of Nursing, in concert with the Vice Dean of Faculty Excellence, and consistent with those of the University, and works closely with other Vice Deans to assist faculty in reaching their research goals.

- Administers resources, staff, budget and activities for the Office of Nursing Research and Scholarship.
- Develops and administers research resources, activities, and liaisons for the School.
- Mentors faculty and students in development of programs of research.
- Establishes interdisciplinary relationships and activities in the HSC and Community.
- Promotes research collaboration between School and Professional Community.
- Mentors faculty and doctoral students in grantsmanship, grants management/coordination, and report writing.
- Identifies funding priorities and resources for grants, research development, and pre- and post-doctoral support.
- Convenes review boards, when appropriate, for research-related grants and awards.
- Maintains database on faculty grant applications and funding for annual and periodic reports.
- Evaluates research efforts and productivity of the School.
- Gives input to SON Vice Deans ad Associate Deans for evaluation of faculty research activity.
- Coordinates internal research activities and seed grant reviews in the School.
- Serves as liaison between research in the School and that of affiliated agencies.
- Assists faculty and students in preparation of IRB and grant review forms.
- Serves as spokesperson for research activities of the School of Nursing in national and international research forums and conferences.
Active participation in research-related professional organizations, publication, and grant-review bodies.
Carries on active program of research, publication, and grantsmanship.
Fulfills teaching responsibilities appropriate to expertise
Participates in curriculum revisions related to research across all programs
Collaborates with Executive team
Provides Staff Support for ONRS scholarship committees
Upon invitation attend curriculum meetings

**Functions related to PhD Studies:**

The Vice Dean for Research works closely with the Graduate School of Biomedical Sciences to promote, maintain, and expand doctoral studies. The Vice Dean for Research is knowledgeable about the doctoral curriculum, admission criteria, and supporting cognate requirements. As administrator of the School’s research mission and steward of grant development resources, the Vice Dean for Research facilitates integration of doctoral students into faculty programs of research. Doctoral students are considered a part of the community of scholars and are kept informed about research development, funding, and scientific news through the Office of Nursing Research and Scholarship.

- Participates in doctoral student selection process.
- Coordinates recruitment of doctoral student applicants from a national pool.
- Assures match between doctoral student applicants and faculty resources.
- Involves doctoral students in School’s research mission.
- Advises and consults with doctoral students on clarifying research ideas, planning research projects, focusing dissertation topics.
- Seeks opportunities to include students as part of faculty research teams in grant proposals.
- Provides student consultation and office support for student training and research grant applications.
- Maintains database for faculty and doctoral student research, instrumentation, and dissertation studies as well as funding applications.
- Provides a forum and environment for faculty-student collaboration in scholarly endeavors.

**Manager, Research Operations Duties:**

- Provides professional expertise in the complex areas of sponsored research contracts and agreements, subcontracts, clinical trial agreements, and material transfer agreements.
- Oversees the financial operations of multiple awards, to include allocation of funds, expenditure approval and supply management.
• Develops and recommends cost control, planning, scheduling, and procedural changes.

• Review grant budgets and carry out post-award administrative and financial activities.

• Prepares income and balance sheets, consolidated statements and various accounting statements and reports for research, grant and external funding budget accounts.

• Prepares monthly reconciliation reports, income and balance sheet statements, consolidated statements and various other accounting statements and reports for research, grant and external funding budget accounts.

• Works with administrative staff on general accounting activities. Coordinates accounting matters with other departments, locations and divisions.

• Ensures compliance with policies, provisions and contractual terms specified by all donors, grantors, and contractors.

b) Qualification

• Bachelor’s degree with seven years in research or related experience, or MBA or Master’s Degree with 5 years related experience.

Office Manager

a) Duties:

• Organizes and directs office services and day-to-day operations and procedures to include bookkeeping, preparation of reports, coordinating medical staff appointments, mail and messenger services, records management, facilities management, and other administrative/clerical services as assigned.

• Researches, evaluates, and recommends office supplies and equipment purchases to minimize costs and meet department's operational needs.

• Coordinates and completes related human resources activities for recruitment and hiring of new faculty and staff.

• Provides human resources support for department(s) or designated area(s) and acts as departmental liaison to, Human Resources or other Institution offices.

• Maintains and coordinates personnel record keeping and transactions for the department including staff recruitment, appointments, status changes, special leave requests, terminations, attendance records and department performance evaluations.
- Manages and coordinates the activities of office personnel by determining work procedures and assigning duties.

- Serves as a liaison between staff and departments to coordinate and provide overall continuity of staff activities.

b) Qualifications:

- Bachelor’s Degree and five years of administration experience is required.

Program Coordinator Senior

a) Duties:

- Assist in the recruitment of students/residents/fellows, coordinates contracts and appointments of students/residents/fellows which may include research and clinical credentialing.

- Coordinates visa requirements, licensure and credentialing for students/residents/fellows.

- Composes and prepares complex correspondence, forms, fliers, and statistical reports.

- Responsible for coordinating schedules and meetings for faculty mentors and visiting students that requires the preparation of itineraries, agendas, meeting minutes and technical support.

- Manages all accreditation documentation to include institution and program reviews, site visits and other special events.

- Assist Program Directors with review and updates of annual handouts/manuals including recruitment materials, match materials, brochures, website, interview stationary, and orientation materials.

- Approve and reconcile participant payments

b) Qualifications:

- Bachelor’s degree in a related field with five years of related experience.

Technical Writer

a) Duties:

- Edits original content to increase the Institutions' profile/presence utilizing strategies and “best practices” to reach the targeted audiences.

- Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments.
• Collaborates with faculty and staff to edit content for newsletters, annual brochures, education and training workshops/seminars/symposiums, marketing templates and web content.

• Supports digital projects, services and events.

b) Qualifications:

• Bachelor’s degree with one year related professional experience.
Section 5.2: Office of Nursing Research and Scholarship: Position Descriptions

Last updated 12/2/2022