

POSITION DESCRIPTIONS

1. **Associate Dean for Research:** The Associate Dean for Research is a nationally/internationally known nurse researcher with an established record of funded research and research-based publications. The Associate Dean for Research provides transformational leadership in the research mission of the school. The Associate 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, doctoral, 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 department chairs, and consistent with those of the University, and works closely with department chairs to assist faculty in reaching their research goals. The Associate Dean reports to the Dean.

a) Duties:

- 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 doctoral 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 Vice Dean of Faculty Affairs and Diversity (OFAD) 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.
- Serves as spokesperson for research activities of the School of Nursing in national and international research forums and conferences.
- Actively participates 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

b) Qualifications:

- Doctoral degree required, Doctoral degree in Nursing preferred

Program Manager**a) Duties:**

- Responsible for identification, development and administration of SoN research activities under the direction of the Associate Dean for Research.
- Responsible for attaining SoN research, fiscal and staffing goals to meet SoN goals. Maintain and reconcile ledgers for research office budgets.
- Coordinates staff functions within the research office to increase efficiency and effectiveness of research support operations.
- Maintains database and records of all grant submissions.
- Maintains files for Associate Dean's calendar, schedules appointments, manuscripts, presentations, abstracts and publications.

b) Qualifications

- Bachelor's degree and ten years of progressively responsible experience.

Grants & Contracts Specialist-Senior**a) Duties:**

- Responsible for pre-award and/or post-award activities of complex grants and contracts.
- Ensures that all applications meet agency and university guidelines and published time tables and deadlines.

- Provides guidelines and procedure for accessing and use of ONRS services and prepares specialized reports.
- Establish and maintain ONRS resources for use by faculty and students.
- Help faculty with grants submissions to include; writing, support letters, HSC timelines, HSC requirements, uploading documents and proper formatting.
- Assist faculty with Cayuse submissions.
- Maintain/update the grant database regularly.
- Work closely with accountants from other departments to obtain accurate funding information for the grant database.
- Communicate with faculty about work flow, priorities or need for assistance.
- Assist with MOU/MOAs/SOWs.

b) Qualification

- Bachelor's degree with seven years related experience or MBA or Master's Degree.

Accountant-Associate**a) Duties:**

- 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) Qualifications:

- Bachelor's Degree in accounting or finance with no years of experience.

Project Coordinator**a) Duties:**

- Oversees fiscal and reporting management to include monitoring expenditures and preparing financial reports.
- Coordinates the successful completion of projects including preparing and maintaining project plans.
- Coordinates and organizes project activities to include training and data management.
- Assists with grant preparation, IRB applications, abstracts and research related documents.
- Assists with training and non-research grant preparation and submission.

b) Qualifications:

- Bachelor's degree in a related field with three years of directly related experience.

