



JOB FAMILY CONCEPT

This family consists of five levels of research management work. Levels are distinguished based on the complexity of the work, level of supervision received, degree of autonomy, budget complexity and authority, the impact of recommendations or decisions on the organizational unit's policies and programs, degree of sensitivity and scrutiny, and organizational structure. This job family is distinguished from other professional or specialist job families by the primary responsibility for



Ensure compliance with applicable rules, regulations, processes, policies, and procedures
Participate in grant development and ensure compliance with reporting requirements
Identify unit/department needs and make recommendations to executive management
Identify processes for improvement, and direct changes to processes
Promote efficient functioning and/or continuous improvement in services and/or operations
Prepare, analyze, and approve management reports
Formulate responses to inquiries from internal and external entities
Represent the unit/department and/or University in response to inquiries from internal and external entities
Act as signature authority for all documents and expenditures on behalf of senior administrator(s) for unit/department
Advise senior administrator(s) of administrative operations and potential and/or actual items of concern
Analyze and resolve far-reaching, complex problems
Manage, analyze, and assess liabilities as they relate to unit/department
Determine and implement course of action for meeting goals and objectives
Represent the unit and senior administration on committees, to the public and with other units
Explain, interpret and/or provide guidance on matters related to the unit's endeavors to students, staff, faculty, and the public
Mediate interpersonal or interdepartmental conflict
Maintain confidentiality on a variety of sensitive issues
Manage facilities regarding maintenance, property control, and capital improvements
Serve as subject-matter expert
Advise senior management on items as they relate to industry trends and best practices

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level.



RESEARCH MANAGEMENT

Job Classification

Adopted: August 21, 2024

Level 3

PCLS: 05032

Grade 83

Exempt

Descriptors

Work is performed under long-range research administrative direction. Direct a unit and budget that are moderate in complexity* AND scope*, which may be mission critical to the program or unit. Act as a sounding board for unit executive management, and provide advice on industry trends and best practices.

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