



Associate Vice President, Research Administration Job Description

JOB INFORMATION

Job Code:	199054
Job Title:	Associate Vice President, Research Administration
FLSA Status:	Exempt
Supervisory:	Manages through multiple layers of subordinate supervisors.
Job Family:	Y014
Job Family Group:	
Management Level:	3 Executive

JOB SUMMARY

Drives the strategic and operational development of a growing sponsored research enterprise, setting the stage for its continued expansion. Provides strategic oversight and hands-on administrative and operational leadership for research administration (e.g., animal resources, contracts and grants, Human Research Protection Program, Office of Research and Innovation Integrity). Serves as an institutional expert, resource, and thought leader, engaging with stakeholders across the university. Develops and implements strategies aligned with department and university and goals and objectives.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	in related field(s)
	X	Doctorate	in related field(s)

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		8 years	research administration, with an emphasis in compliance with government regulations and federal funding obligations.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Extensive experience with complex contracts.
X		Ability to quickly establish credibility partnering effectively to define and deliver strategies, processes, data and programs supporting organizational goals.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent oral and written communication skills, able to tailor delivery to varied audiences.
X		Experience developing and making presentations to senior leaders and organizational boards.
X		Excellent critical thinking and organizational skills, and an exemplary attention to detail.
X		Ability to develop analytics from multiple data streams, interpret trends, and advance persuasive recommendations.
X		Excellent problem-solving skills, with strategic focus on change management, process mapping, task management, and deployment of scalable solutions.
X		Proficiency with Microsoft Office, Workday and other relevant systems/software.
	X	Extensive experience in leadership/management roles in research compliance and/or sponsored research at large, complex organizations.
	X	Extensive experience leading or managing teams with evolving cultures.
	X	Proven reputation for discretion, integrity, sound judgment, and responsiveness.
	X	Experience promoting diversity and inclusion.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Contributes to university strategic planning with a data-centric approach, proactively identifying ways stakeholders can best support and continue world-class sponsored research. Develops performance standards, continually assessing department needs. Creates plans to develop and track goals while ensuring organizational structures fully support the volume and breadth of sponsorship opportunities.				
Oversees the preparation, submission, and administration of sponsored project proposals and awards. Ensures all research systems are optimized and support staff and customers. Develops and supports ongoing training (including cross-training in other areas), succession planning and career mapping opportunities. Manages unit budgets, allocating funds appropriately and ensuring financial compliance.				
Develops relationships with internal/external stakeholders (e.g., funding bodies, other research institutions) to drive continued strategic growth of the research portfolio while maintaining oversight over administration and compliance. Implements and maintains efficient software/systems that streamline processes. Refines work arrangements in support of a user-friendly, customer-centric and growth-minded office culture.				
Oversees the development of trainings and other items to help customers better understand the processes and protocols needed to successfully submit grants or protocol applications. Identifies and mitigates potential risks associated with research projects and activities. Develops uniformity and seeks operational efficiencies, finding ways to leverage technology that modernizes processes and procedures, always with an eye towards data protection and security.				
Stays current with new/emerging industry trends and best practices while innovating and continually reviewing and optimizing technology, policies, and procedures. Oversees regulatory compliance activities and adherence to all relevant research regulations, ethical guidelines, and institutional policies. Drives timely responses to any pertinent changes affecting operations. Provides regular reports to leadership on research activities, outcomes, and impact.				
Oversees the recruitment, performance, and training of diverse teams. Continually reviews staff strengths and encourages professional growth. Develops collaborative relationships among multiple units and stakeholders utilizing research administration services. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.