



Senior Research Administrative Director, Keck School Of Medicine Job Description

JOB INFORMATION

<i>Job Code:</i>	111105
<i>Job Title:</i>	Senior Research Administrative Director, Keck School Of Medicine
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Administrator
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Directs and oversees administrative, financial, and research operations for a Keck School of Medicine (KSOM) basic science department through subordinate managers, supervisors and professional staff. Provides administrative leadership, guidance and oversight of all administrative and operational functions including finance, business strategy and planning, program development, human resource management, compliance, research administration, and facilities. Collaborates with the department Chair on strategic planning initiatives, quality assurance, and staff development. Develops, recommends, and implements operating policies and procedures for the effective and optimal functioning for the department as a whole. Oversees the operations of educational programs as appropriate. This is the top administrative position of a KSOM Research Institute or scientific department with a total expense budget between \$10-\$50 million and over 50 faculty and staff.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	

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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Degree in Business Administration, Accounting, or related field. Management experience in

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
		a large, multi-faceted research or clinical department/division for a school, corporate or hospital environment. Thorough knowledge of management principles, budgeting, finance, accounting, marketing, and applicable laws/regulations.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs the development and implementation of the department's research and business strategy in alignment with KSOM's strategic plan. Performs on-going analysis of funding opportunities and of faculty grant proposals to manage the overall business strategy for department. Develops and implements new programs and processes to enhance operations. Reviews and approves all proposals submitted.				
Directs the overall finances of the department across all funding groups, dean's allocations, gifts, research, and outside contracts. Directs the funds flow in and out of the departments and provides oversight of all department expenditures. Establishes annual revenue and grant spending goals for department. Develops annual budget with strategic plan highlighting a method for estimating grant activity and expense projections. Has signature authority for departmental accounts on all financial and payroll transactions. Makes major budgetary and resource allocation decisions. Analyzes financial data for trends and develops forecasts. Advises faculty and/or staff regarding budget preparation. Apprises Chair or Institute Director of the financial status of the department. Responsible for determining that the department has strong internal controls in areas such as maintaining and reviewing receipts, procurement, disbursements and payroll.				
Oversees the department's research and administrative operations. Develops and monitors annual funding targets for the department and monitors grant accounting and expenditures. Oversees the use of any recharge accounts and assures proper collections and balancing of the account at year end. Coordinates activities between PIs and the Keck Research Administration for non-industry awards and proposals and with the USC CTO office for all industry awards and proposals.				
Oversees the department's research proposals. Oversees the grant proposal submissions (both Federal and Industry) for the department including review and approval of proposed salaries and effort, appropriate application of fringe benefits and indirect cost rates. Reviews, approves, and tracks any cost sharing commitments by the department. Provides oversight and guidance on grant budget spending and provides spending projects to PIs as needed. Maintains currency with, understands and enforces university and Keck research compliance policies for research subject's use, conflict of interest disclosure, biosafety and effort certification. Coordinates activities between PIs and the USC Clinical Trials Office (CTO) for all industry awards and proposals. Ensures agency requirements, deadlines and internal schedules for tracking proposal development and responses are communicated.				
Directly or indirectly manages all staff assigned to the department, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on department goals. Reviews and recommends hiring and salary actions to the Keck School of Medicine to ensure compliance with policy. Oversees performance appraisal process for staff and remains informed of any disciplinary actions required.				
Oversees the administrative components of the Educational Programs of the Department such as a Master's Degree Program or other programs as applicable. Works with the department faculty and Chair in the on-going development of				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
curriculum and obtaining central USC approval of courses. Works with the faculty to market the program to attract students. Oversees other activities such as student advisement, student admissions, scheduling courses, and communicating with faculty about grade and evaluation deadlines which may be performed by support staff.				
Reviews and coordinates all faculty offers with the Office of Faculty Affairs. Manages on-boarding of faculty in terms of required dossier and appointment documents for academic appointment, payroll assignment of funding, demographic data, credentialing, etc. Determines organizational structures, reporting relationships and short and long-term staffing needs. Coordinates faculty use of laboratories, offices and core resources.				
Negotiates contracts or agreement terms, reviews contracts and other legal documents. Coordinates with legal counsel concerning all legal matters. Represents Chair in legal matters, as assigned.				
Resolves issues and requests referred to the Chair or Institute Director by faculty, staff or students. Meets with concerned parties to discuss requests or complaints and determines best course of action for effective resolution.				
Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences; makes formal presentations.				
Develops and oversees implementation of internal policies and procedures covering administration, finance, safety, etc., ensuring compatibility with university policies. Consults with relevant administrators and university staff to develop and implement internal policies and procedures, as needed. Interprets applicable laws, rules, regulations, policies and procedures. Ensures research department compliance with local, state and federal regulations.				

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.