

POSITION DESCRIPTION

SCHOOL: Social Welfare
TITLE: **Associate Dean, Research/Grant Development**
REPORTS TO: Dean, Social Welfare

The Associate Dean for Research/Grant Development is a 50% academic year and 4 week summer appointment made by the Dean. The Associate Dean is responsible and accountable to the Dean for matters related to external grant and contract funding and management of research staff. The Associate Dean represents the School in a variety of forums at the University and national level. Duties and responsibilities fall into three categories: Administration, Research/Grant Development, and Management.

Administration:

- Consults with the dean on budget matters.
- Participates in general administrative meetings and decision making.
- Carries out short-term tasks delegated by dean (e.g. responding to constituents; representing the school; assisting in projects required by central administration, etc.).
- Consults on personnel matters.
- Participates in school planning.
- Provides leadership in the development and articulation of policies and procedures related to external funding.
- Designs and supports necessary infrastructure within the School to optimize external funding and research activities.

Research/Grant Development:

- Assists in identifying funding opportunities and informing PI's.
- Oversees contract/grant development work of faculty and non-faculty project PI's.
- Represents School in external funding negotiations.
- Consults with dean about new initiatives/possibilities.
- Keeps dean informed of external funding developments, budget issues, significant shifts in plans.
- Provides data on project descriptions, funding growth, shrinkage generation.
- Provides consultation to faculty in development of grant/contracts.
- Manages the allocation of SSW match funding.
- Manages research development budget.

Management:

- Works with outside agencies, KUCR, KUEA and other KU staff as necessary.
- Supervises research support staff (grants administrator, secretary, program associates).
- Coordinates contract/grant implementation as necessary.
- Conducts annual evaluations of non-faculty PI's.
- Coordinates Ph.D. student appointments to funded projects.
- Maintains active communications regarding research and funding policies and practices thru PI meetings (each semester) and individual meetings and communications as needed.
- Represents the dean and School in personnel matters involving research staff.

Miscellaneous:

- Works with the Marketing Associate Dean to ensure website is up to date and accurate.
- Represents the School in a variety of forums at the University and national level.