

## **Duke University School of Nursing**

### **Job Description**

**HR Title: Program Director**

**Working Title: Program Director, Center for Nursing Research**

**Job Code: 1435**

**Job Level: 13**

### **General Purpose**

Provide administrative and strategic direction for programs supported by the Center for Nursing Research (CNR) across four operational Cores: (1) Scientific Development, (2) Grants and Contracts Administration, (3) Research Oversight and Compliance, (4) Health Statistics and Data Science. This includes managing and coordinating speaker/lecture programs, workshops and other special conferences, communications plans, our Pilot Grant program and the financial aspects associated with fulfillment of the program objectives. Program areas include 1) competitive research enhancement (Color Reviews, Pilot Grants Programs, Research Development Workshops, and Seminar Series), 2) community engaged research and rural health, 3) research communication (website, events and marketing), 4) clinical research regulatory compliance (research training and orientation initiatives), 5) CNR productivity (metrics, trends and analyses), and 6) scientific development strategic initiatives. The CNR supports the work of 50-60 faculty and numerous students.

### **Supervisor**

This position exists within the Center for Nursing Research and reports to the Vice Dean for Research.

### **Essential Duties**

Coordinate and participate in meetings with faculty members, staff and students to determine objectives of the program and/or Center and to identify internal and external resources available to meet those objectives.

Develop and implement program protocols, procedures, and operating policies for program areas identified.

Prepare materials for the Pilot Grants Programs, including Request for Proposals, reviewer recruitment and tracking spreadsheets, and proposal scoring and funding decisions. Direct processes including award activation, budget monitoring and reporting, progress reporting, budget closeout, dissemination of findings and return on investment analyses. Administer the program in accordance with university policies and sponsors' requirements regarding records, reports, controls and conditions governing expenditures of funds.

Arrange for special programs such as our annual Research Symposium, Research Seminar Series, and Research Development Workshop Series to include inviting appropriate speakers or other participants, arranging schedules, facilities, and publicity and ensuring necessary financial arrangements.

Prepare brochures and other publications to describe the program's goals, and events such as conferences and special programs. Develop and maintain collaborative working relationships with Marketing and Communication office to develop and implement a research communication plan to include compiling news and communication articles of local interest; write and edit text and infographics and coordinate dissemination of research impact via print, mail, social media or other means of distribution.

Maintain liaison with other Duke and outside educational and professional organizations and agencies to explore engagement of CNR programs at Duke and to encourage participation in

specified programs.

Correspond with stakeholder groups (e.g. faculty, students, community partners, other universities, etc.) to provide information concerning activities, policies and procedures of the program. Keep self-current with research updates by attending external offerings.

Compile of and prepare operational and productivity metrics (qualitative and quantitative), reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions.

Provide strategic recommendations in the development of long and short-term goals and program development; Prepare operational recommendations for fiscal year goals and objectives; monitor, verify and reconcile expenditure of budgeted funds for CNR programs in partnership with CNR leadership.

Maintain a list of vendors (e.g., illustrators, graphic designers, and scientific editors) and assist faculty members with obtaining these services for grant applications, presentations or publications.

Maintain knowledge in research regulatory and institutional policies, processes and systems, and apply knowledge appropriately in support of the School's Research Quality Management Program (RQMP).

Utilize interpersonal skills necessary to ensure collaborative, efficient working relationships with customers and colleagues; navigate processes and people involved in Duke clinical research and demonstrate organizational awareness and cultural intelligence.

Perform additional responsibilities and tasks as required by the Vice Dean for Research that support departmental goals, organizational needs, and booking of meetings (less than 10% of the role).

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

## **Requirements**

- Work requires communications, analytical and organizational skills generally acquired through completion of a bachelor's degree program.
- Work requires four years of related experience in program administration.
- Experience conducting or supporting health-related research preferred.
- Experience with writing communications and marketing/branding preferred.
- Experience managing customer/stakeholder/portfolio/account relationships preferred.
- Strong commitment to SON core values including diversity, inclusion and equity.

**Skills**

- Excellent planning, management and coordination skills, with the ability to organize a demanding workload comprised of diverse and challenging tasks and responsibilities
- Very strong attention to detail, problem solving skills, and ability to analyze trends
- Excellent written, oral and conversational communication skills to effectively work with diverse groups
- Demonstrated ability to ideate, create and initiate new or improved processes and programs
- Familiarity with clinical research and grant writing
- Ability to learn new technologies, processes and policies quickly
- Ability to work both independently and collaboratively in a dynamic work environment
- Proficient in Microsoft Word, Excel and PowerPoint as well as project management tools (e.g. Trello, Smart sheet, Monday.com), communications tools (e.g. video software, adobe creative suite, piktochart), and survey/scheduling tools (Qualtrics, REDCap, EventBrite).
- Communications experience with website, newsletter and presentation development