

Duke University School of Nursing

Job Description

HR Title: Assistant Dean of Research Administration

Working Title: ASSISTANT DEAN OF RESEARCH ADMINISTRATION

Job Code: 1609

Job Level: 17

Updated: March 11, 2024

Purpose

The Assistant Dean of Research Administration serves as a key member of the School of Nursing's Center for Nursing Research (CNR), reporting directly to Duke University School of Nursing's (DUSON) Vice Dean for Research. The Assistant Dean of Research Administration is responsible for oversight and management of all pre and post award activities related to sponsored research and internal grant opportunities and awards for DUSON and its faculty and student Investigators, as well as for the management of the Research Administration Core staff.

Responsibilities/Duties

Manage and maintain a cohesive Core within DUSON's CNR unit that serves the research administration needs of the School of Nursing; serves as an expert resource for DUSON's research administration staff, CNR Cores, faculty, students, leadership, and collaborating institutions.

Manage day to day cradle to grave functions of proposal review and submissions, agreement review and negotiation, award processing, review and submission of sponsor requests, issuance of outgoing sub awards and other award management activities.

Manage workload across pre and post award teams to allow for maximum efficiency.

Protect the school and the institution by assuring that awards and related expenditures are in compliance with federal, state, agency, and institution policies for sponsored research.

Advise Vice Dean for Research and other DUSON senior leadership on risk management strategies which balance the need for compliance with federal regulations with faculty and staff needs for efficient processes.

Assist Vice Dean for Research and other DUSON senior leadership with specific directives and/or initiatives, as requested.

Escalate issues that arise to senior leadership and provide recommendations for resolution.

Serve as a key advisor to the Vice Dean for Research in all matters related to research administration within the School of Nursing, including the performance of RAC staff members.

Provide reporting and strategic recommendations on team operations, communication, training and implementation of research administration policies, procedures and protocols.

Supervise diverse team of research administration professionals, providing guidance, oversight, and performance management; develop goals and objectives ensuring alignment with DUSON's vision, mission and values, formulate strategies, evaluate and communicate performance, promote and facilitate collaboration between the pre- and post-award staff, as well as with other units within the University (ORA, SP, ORC, etc.).

Direct efforts to standardize operations; revise and/or establish efficient and effective business processes; identify and implement evaluation tools and management reporting; identify and implement workload management tool(s).

Identify training needs for personnel across teams and develop trainings to keep staff current on research administration topics.

Engage and collaborate with relevant stakeholders to identify potential improvements to enhance and expand proactive and responsive support.

Represent the School of Nursing on various institutional committees and working groups; must be able to articulate the mission, vision and strategic directives of the office, as well as represent DUSON to collaborators both internal and external to the University.

In collaboration with DUSON leadership, develop, plan, and implement activities to ensure effective management, review and oversight is applied by research administration team with a commitment of greater engagement, better training and more pro-active support provided to DUSON staff, faculty, and students.

Contribute to DUSON budget development and projection reporting, as requested; compile data and prepare reports, set forth trends, analyze progress, and make recommendations for resource needs in the future.

Provide and/or contribute to reports related to sponsored activity, as requested (proposals, awards, fellowships, NIH position, USWNR, etc.); evaluate and/or contribute reports prepared by other DUSON and University units such as the Business Office, Development and Alumni Affairs, and Institutional Research, including those used as a resource for teaching assignment decisions for DUSON.

Perform other related duties incidental to the work described herein.

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.

Supervisor

This position reports directly to the Vice Dean for Research, Center for Nursing Research, Duke University School of Nursing.

Supervisory Responsibilities

Serve as direct supervisor for CNR RAC Pre-Award and Post-Award Grants and Contracts Administrators and/or Managers.

Requirements

Master's in Business or related field, or equivalent combination of education and experience.

Experience

Six years of progressive experience with research grants administration and compliance or an equivalent combination of relevant education and/or experience.

Skills

Demonstrated expert level of understanding of a variety of research administration and compliance requirements and regulations.

Business process analysis competencies including advanced topics with Excel and/or enterprise data management systems.

Proven track record of active contribution to a senior management team, and providing strategic support across area of responsibility.

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.

Demonstrated experience with evaluation of inefficiencies and the identification of creative and cost-effective alternatives.

Excellent communication, management and leadership skills.

Ability to manage and work with diverse groups of people.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas-an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

Essential Physical Job Functions

Certain jobs at Duke University and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.