



Family: Field, Outreach and Research Services

Level: AM1

Position Profile Title: Administrator 1-Dpt/Sch/ClgRes

Salary Grade	Minimum	Midpoint	Maximum
8	\$86,688	\$119,232	\$151,764

PROFILE SUMMARY:

Positions in this job profile are responsible for the oversight and management of the overall operations of research operations within a department, school or college. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They participate in strategic planning efforts as part of the management team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristics of the Administrator 1-Dpt/Sch/ClgRes are the oversight of research operations of a department, school, or college including strategic planning, fiscal development and management and supervision of other managers that carry out the strategic plan in functional areas.

PRIMARY POSITION RESPONSIBILITIES:

1. Develop, implement, oversee, and assess the operations of a research operation supporting a department, school, or college including development of strategy, fiscal operations, and short and long term planning.
2. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty.
3. Develop, implement, and oversee operational budget.
4. Ensure compliance with university policy, industry standards, and State and Federal regulations.
5. Participate in and communicate with external organizations that promote and support the research efforts of the department, school, or college including industry partnerships, commissions, and councils.
6. Promote and develop programs and services that support the research mission and development.
7. Provides subject matter expertise to internal and external stakeholders to provide information and resources that support and promote the focus of the research.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Donors and Alumni
- Other External Agencies and Institutions



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ACCOUNTABILITY:

Results are defined by department/college and university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction. Typically reports to a Vice Provost, Vice President, Assistant/Associate Vice President, Dean, or other senior level administrator.

Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training, and developing, responding to grievances, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

Develops and approves program budget and exceptions to program budget. Assists in the development of the division/college/overall organization

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Master's degree in related field with 6-8 years of experience in management responsibilities.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.