Position Profile

Family: Field, Outreach and Research Services
Level: AM4
Position Profile Title: Manager 1-R&D Program

Salary Grade	Minimum	Midpoint	Maximum
7	$72,216	$99,336	$126,456

PROFILE SUMMARY:
Positions in this job profile manage the day-to-day operations of a research and development program. They provide ideas and subject matter expertise while ensuring effective, efficient workflow and adherence to policy and standards. They may contribute to the development of the budget and are accountable for managing the budget and activities of staff.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristics of the Manager 1-R&D Program profile are the day-to-day operational oversight of a research and development program. Positions manage the budget, facility, and employees coordinating and supporting the administrative operations of the program. Positions engage in research activities and analysis that require specialized education and skills specific to the research program focus

PRIMARY POSITION RESPONSIBILITIES:
1. Manages fiscal accounting operations by direction, coordination, and implementation of short and long-range fiscal policies, programs, and procedures for the research and development program.
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. Researches and develops analytical methods; performs research analyses, interprets and applies results.
4. Ensures compliance with university policy, state, and federal regulations including maintaining and updating records and reporting requirements.
5. Maintains and manages the facilities and research equipment.
6. Develops and oversees policies and procedure to ensure efficient workflow and quality standards.
7. Conducts research and pursues commercialization of research through industry engagement and protection of intellectual property.

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 major implications on the management and operations of an area within a department; the job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:
- Department
- Direct team
- Students/Parents
- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions

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ACCOUNTABILITY:
Results are defined by department/college leadership 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.

Supervises work of classified or unclassified employees, including planning, assigning and scheduling work, reviewing work and ensuring quality standars, training staff and overseeing their productivity. Has responsibility for making decsions on hiring, termintation and pay adjustments.

Monitors, informs, reports, reconciles and/or moves funds within budgets, drafts, develops, approves within budgets and approves budget exceptions within the unit/department.

RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the Dept/Unit and Externally to:

- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately

Collaborates and interacts within the Dept/Unit to:

- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Access and/or work with sensitive and/or confidential information.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Resolve conflict, negotiate, or collaborate on major projects.

TYPICAL REQUIREMENTS:
Master's degree in relevant field to research focus.

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.