

Associate Dean for Research and Graduate Studies

Position: Associate Dean for Research and Graduate Studies, 12-month, 50 percent, regular position in the College of Education and Human Ecology administration.

Effective Date: July 1, 2013.

Detailed job description:

Promotes research within the College of Education and Human Ecology (EHE) and across colleges. Collaborates with Associate Dean of Faculty Affairs to provide leadership to faculty career development, especially research skills. Provides leadership and support for faculty obtaining internal and external funding for research. Facilitates research grant pre-award submission and post-award management. Oversees faculty reporting to OSP, IRB, IOCUC and Conflict of Interest (COI). Oversees research contracts and MOU management. Organizes grant writing & other faculty support workshops; generates College research newsletter. Oversees staff and operations in the Office of Research. Prepares research reports. Administers college graduate fellowships; Manages graduate student grievances; Coordinates student research fairs. Oversees Ohio Agricultural and Research Development Center (OARDC) and OSU Extension (OSUE) initiatives. Oversees contract management.

Duties Description:

25%

Provides leadership and support for faculty obtaining internal and external funding for research; administers faculty seed grants; promotes and facilitates inter-disciplinary research and collaboration across the college and university, more specifically, federal, foundation and state research grants and fellowship opportunities to departments, chairs, faculty and graduate students. Convenes meeting opportunities to create competitive teams for interdisciplinary grant proposals/contracts. Oversees faculty reporting to OSP, IRB, IOCUC and Conflict of Interest (COI). Reviews and processes research contracts/MOUs with other OSU colleges, agencies or institutions. Provides leadership for Intellectual Property/licensures within the college. Provides leadership of faculty development regarding research skills. Organizes grant writing & other faculty support workshops at the college level.

15%

Oversees staff and operations in the Office of Research. Facilitates research grants submission pre-award and research grant management post-award. Provides leadership in the development and dissemination of research reports to college, OAA or other organizations as requested. Acts as college liaison to OSP. Generates college research newsletter and other items for publicity related to faculty and graduate student research accomplishments. Serves as a member of the Deans administrative team; attends dean's retreats, leadership team meetings and College Council as requested. Other duties as assigned.

10%

Guides and administers college-level graduate fellowships; Leads college-wide graduate student or graduate studies initiatives; coordinates teaching of research ethics courses to meet federal standards. Manages graduate student grievances, including admission exceptions and escalated issues that are not resolved at the department level. Coordinates EHE involvement in student research fairs.

Supervision: The Associate Dean for Research will direct the Office of Research.

Required Qualifications: Doctoral Degree: human ecology (220) or education (141). Or equivalent education/experience

Experience: Rank of Professor and tenure in the College of Education and Human Ecology required. Required: demonstrated excellence as a researcher; evidence of success in extramural funding (especially federally funded projects); have knowledge of national institutes, grant review and funding processes; extensive experience in conducting and mentoring research, and development; extensive experience in working with graduate students; and demonstrated ability to manage personnel and funds; management experience and/or other leadership management experience, center preferred.

Application Submission: Send a Letter of Application and CV electronically to [Mary Kerr](#), Dean's Office. Deadline is May 17, 2013. Interviews will be scheduled shortly thereafter.