

Associate Director of Research and Administration  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=224291>

Downloaded On: May. 9, 2024 11:05am

Posted Oct. 23, 2023, set to expire Jul. 12, 2024

**Job Title** Associate Director of Research and Administration  
**Department** OSP RESEARCH ADMINISTRATION  
**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Oct. 23, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Research  
Business & Administration

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Associate-Director-of-Research-and-Administration\\_RQ27497](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Associate-Director-of-Research-and-Administration_RQ27497)

**Apply By Email**

**Job Description**

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**ASSOCIATE DIRECTOR - OSP RESEARCH ADMINISTRATION**

POSITION SUMMARY

Stevens Institute of Technology is a premier, private research university in Hoboken, New Jersey,

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overlooking the Manhattan skyline. Since its founding in 1870, technological innovation and entrepreneurship have been the hallmarks of Stevens' education and research. Academic and research programs spanning finance, computing, engineering and the arts expand the frontiers of science and leverage technology to confront the most challenging problems of our time. Stevens is home to two National Centers of Excellence — the Maritime Security Center (MSC) and the Systems Engineering Research Center (SERC) — as well as leading-edge scholarship and research centers in disciplines such as artificial intelligence, machine learning and cybersecurity, including the Stevens Institute for Artificial Intelligence (SI AI); biomedical engineering, healthcare and life sciences; complex systems and networks; data science and information systems; financial systems and technologies, including the Center for Research toward Advancing Financial Technologies (CRAFT); and resilience and sustainability.

It takes a team of extraordinary talent to propel a university on the rise. When you work at Stevens, you join a talented, diverse, and inclusive community of employees who work together to support the education, research, and innovation mission of the University. This position provides the ideal candidate the opportunity to expand their research administration expertise and drive their career forward. The university provides opportunities for professional development through LinkedIn Learning, Academic Impressions, NCURA, and SRAI.

The Stevens Office of Sponsored Programs (OSP) provides pre-award and non-financial post award research administration services to faculty, investigators, and other researchers in academic units, centers and institutes. The Associate Director for OSP Research Administration reports to the Executive Director.

The Assoc. Director has direct responsibility for:

- proposal development and submission,
- award set-up and management,
- subaward issuance, monitoring, and reporting,
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regulatory and sponsor compliance related to the conduct of sponsored projects,

- review and verification of all research data entered into the research databases,
- direct supervision for internal OSP communications and traffic management concerned with proposal development and award administration,
- leadership and mentorship of his/her direct reports,
- annual performance evaluations for the Specialists reporting directly to him/her
- provide subject matter expertise in support of the implementation of the university's new grant management system
- development and/or maintenance of sponsored project-related university policies, processes, instructions, and training material.

The Assoc. Director serves as liaison to other administrative offices involved in supporting sponsored activities at the University, including the Offices of Sponsored Accounting, Finance, Human Resources, General Counsel and the Budget Office. The Assoc. Director works collaboratively with the OSP Business Data Analyst in support of systems integration, analysis, and planning and development for pre- to post award processes as it regards different research administration software. S/he contributes to business process improvement to ensure proper stewardship of extramural funding and compliance with federal regulatory compliance requirements, sponsor specific rules, and Stevens policies and procedures related to research and other sponsored activities.

The Assoc. Director collaborates with VPRIE staff in assessment of the appropriateness of University programs and ensuring conformity with federal, sponsor-specific and University policies regarding academic, budgetary and administrative components and recommends modifications where

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necessary.

QUALIFICATIONS, SKILLS AND KNOWLEDGE

**Required Education and Experience:**

Master's Degree or 15+ years' experience in research administration.

**Preferred Experience:**

3-5+ years' experience in research administration roles of increasing responsibility; creating process and policy; and direct sponsor interface and negotiation.

**Required Skills, Knowledge and Abilities:**

Extensive knowledge of government regulatory policy and implementation related to sponsored research and other activities. Ability to interact professionally with all levels of University personnel, as well as the research administration and funding agency community. Excellent interpersonal, verbal and written communication skills. Must be well versed in quality data collection to ensure adequacy, accuracy and legitimacy of data and able to strictly follow data privacy and security procedures for data handling and analysis to ensure adherence to legal, regulatory and institutional standards. Familiarity with InfoEd or similar grants management systems.

**Other Requirements:**

Must be a U.S. person.

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**Department**

Office of Sponsored Programs

**General Submission Guidelines:**

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

**Academic Submission Guidelines:**

Please submit:

- Cover letter
- Curriculum vitae
- Research statement
- Teaching statement that includes a) teaching interests, b) teaching philosophy, and c) a plan on how to create an inclusive environment for students of all backgrounds in terms of classroom teaching, student advising, and graduate student mentoring
- Contact info for at least 2-3 references (school-specific; please refer to job posting)

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### Still Have Questions?

If you have any questions regarding your application, please contact [Jobs@Stevens.edu](mailto:Jobs@Stevens.edu).

### EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

**NSF ADVANCE Institution** Steven's values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

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**Jeanne Clery Disclosure:**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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