

Director of Research Administration, CAS Administrative  
Operations  
University at Buffalo, The State University of New York

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Downloaded On: May. 9, 2024 2:06am

Posted Mar. 4, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Director of Research Administration, CAS Administrative Operations
<b>Department</b>	CAS Administrative Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 4, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Research
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48650">https://www.ubjobs.buffalo.edu/postings/48650</a>

**Apply By Email**

**Job Description**

The [College of Arts and Sciences \(CAS\)](#) at the [University at Buffalo](#) is seeking a **Director of Research Administration** to lead the centralized research support team responsible for supporting faculty with proposal submissions as well as financial management and compliance of research grants and contracts in an efficient manner, with a customer-service focus. You will work collaboratively with faculty from departments across three academic sectors in the College (Arts and Humanities, Social Sciences, and Natural Sciences and Mathematics).

Reporting directly to the Associate Dean for Research in the College of Arts and Sciences and working closely with the central Office of Sponsored Projects Services, the incumbent is responsible for:

- Directly managing, leading, and supervising staff performing pre- and post-award activities for the sponsored projects research portfolio for the college. Ensuring the ability for faculty to submit

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their research proposals in a timely manner and in accordance to sponsor and university requirements.

- Demonstrating the ability to make data-driven decisions, using organizational data to determine trends, and to refine and optimize resource deployment.
- Collecting, organizing and providing a detailed analysis of information regarding all aspects of research productivity with a strong focus on sponsored research activity. This information is to be used in support of research operations, planning, reporting and strategic decision-making. As such the incumbent must be an effective communicator, facile in using presentations, narratives, and written reports tailored to convey relevant information to the target audience.
- Manage staff assignments to ensure a balanced workload while still meeting various deadlines and expectations.
- Develop and ensure service level agreements are understood and adhered to by both faculty and staff.
- Empower staff to actively resolve conflicts that may arise with PIs and act as a next level of support as needed.
- Partner with central Sponsored Programs and other university offices as necessary and represent the college on various working groups and ad-hoc committees.
- Provide college leadership with periodic reports for strategic planning.
- Manage and/or assist the Associate Dean for Research with College internal grant and award programs.
- Manage pre-award and post-award tasks such as financial disclosure system, summer salary exceptions, backstops (at-risk accounts), rebudgeting approvals, and indirect cost waivers.
- Responsible for staff supervision, performance management and professional development.
- Adhere to University and College policies and procedures and implement processes with a focus on efficiency and best practices.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

Visit our benefits website to learn about our [benefit packages](#).

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### **About the School**

The College of Arts and Sciences is a large college, with a small college feel. We are the largest academic unit at the University at Buffalo, with 29 departments and 16 academic programs, 23 centers and institutes, two art galleries and major theater and music performance venues. We provide education and scholarship in the Liberal Arts and Sciences to the University, the Western New York community and the world at large.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](https://www.buffalo.edu/).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### **Contact Information**

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

### **Contact**

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