**University of Maine**

**Job Description**

**Title:** Assistant Vice President for Research

**Department:** Office of the Vice President for Research and Dean of the Graduate School

**Reports To:** Vice President for Research and Dean of the Graduate School

**Date:** September 2020

**Purpose:** The Assistant Vice President for Research (AVPR) reports to the Vice President for Research and Dean of the Graduate School (VPRDGS) and assists the VPRDGS in the realization of initiatives, programs, and services that advance the research mission of the University of Maine and its transformation into a modern 21st Century research university, as it is advancing as a world-class research university of global impact and local relevance.

**Essential Duties & Responsibilities:**

* Supports development, planning, and implementation of strategic initiatives, programs, and services advancing the University’s research mission.
* Carries out the day-to-day management of specific initiatives, programs, and services under the direction of the VPRDGS.
* Assists the VPRDGS with the oversight of centers and institutes.
* Advances collaborative efforts, including with the realization of major externally-sponsored grant programs involving multiple entities within and outside the University.
* Represents the VPRDGS to consituents within and outside the University.
* Serves on committees and other entities within and outside the University, as designated by the VPRDGS.
* Works effectively and cooperatively with other members of the Office of the Vice President for Research and Dean of the Graduate School staff, UMaine administration, the campus community, and other external clients and customers.
* Commits to organizational improvement by identifying opportunities to improve, and recommends possible alternatives for a solution.
* Performs other relevant tasks as assigned by the VPRDGS.

**Knowledge, Skills & Qualifications:**

* Typically has a degree associated with a Ph.D. and tenure at the University of Maine with the minimum rank of Associate Professor.
* Demonstrated administrative experience encompassing both research and graduate education.
* Knowledge of and participation in multidisciplinary grants.
* Demonstrated record of excellence in publication in the professional literature.
* Demonstrated success in writing and obtaining extramural funding for significant capacity-building projects, including those funded by federal agencies.
* Demonstrated success in working and leading multidisciplinary research and teaching teams to advance research and scholarship at the University of Maine.
* Demonstrated success in mentoring graduate students and coordination of graduate education at the program level.
* Demonstrated skill and experience in oral, written, and technological communication, and the development of communication strategies and plans.
* Experience with academic program development is preferred.
* Ability to travel, normally requiring a driver’s license.

**Supervisory Responsibilities**: Hourly and professional staff.

**Work Environment:** This position involves regular interaction with members of the University community, including faculty, staff, and administrators, along with a wide portion of the external community, including officials from federal and state agencies, business and industry leaders, and other key decision makers.

**Work Year:** This position has work responsibilities throughout the fiscal year, typically at the level of up to 0.5 FTE.

**Work Schedule:**Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m.  Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position.  The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type:**Base-budgeted position contingent upon successful performance.

**Schedule for Evaluation:**In accordance with guidelines established in The Handbook for Non-Represented Faculty, Professional and Administrative Staff.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.

Appropriate Background Checks Required.