



## Job Description for Non-Academic, Non-Represented Classifications

Title: Assistant Vice President for Research & Innovation		Date: 11/21/2024
HUMAN RESOURCES USE ONLY:		
E Class: EX	EEO: 10	P Class: EX109
Group: 10	Salary Band: Executive	FLSA: E (Exempt)

### Job Purpose

Providing leadership and daily oversight to the Division of Research & Innovation (DORI) centers/institutes and research cores. Provides administrative support and services to DORI's Vice President for Research & Innovation and WSU centers/institutes to maximize the University's research infrastructure. This position serves as part of the executive management team for the Vice President for Research & Innovation.

### Essential Functions

*(Essential functions are the primary duties/major job responsibilities that an employee must be able to perform, with or without reasonable accommodation. The essential functions are listed in order of importance.)*

Essential Function	% Time
Oversee the strategic planning and implementation of WSU's Research Thrust Areas. This includes collaboration with Research Development to expand and support the development of targeted programmatic center and equipment grant initiatives.	40%
Oversee the Centers/Institutes daily operations and strategic planning. Provide operational leadership and direction. Provide guidance regarding progress towards achieving action plans. Provide strategic direction for DORI community engagement. Provide support of DORI research programs, including externally funded research. Oversee research space assignments. Serve as a liaison between the VPR and centers/institutes.	20%
Provide institutional support, oversee daily operations and direction of the WSU University research core facilities, align technology platform resources with strategic programmatic areas for the university, ensure that enabling technologies provided through research core resources are operating with best practice considerations, and establish mechanisms for core development and transitions with respect to evolving external resources and needs. Streamline research core resources. Support grant to grant institution data management and sharing compliance. Enforce NIH funded core facility guidelines. Develop a coordinated resource for research informatics	20%
Perform other related duties as assigned by the Vice President for Research & Innovation.	20%

## WORK CONTEXT

*This grid characterizes the position scope.*

Job Reports to:	Vice President/AVP/Dean
Leadership Accountability:	Implements operating plans
Supervisory Accountability:	Supervises professionals and non-managers
Organizational Accountability:	Manages department
Financial Accountability:	None
Customer Accountability:	Interfaces with officials and executives
Freedom to Act:	Operates with significant autonomy

## MINIMUM QUALIFICATIONS

**Education** Doctorate degree

- Full tenured faculty member.

**Experience** Expert (established subject matter expert, 7+ years experience)

- Minimum of 3 years of research leadership experience (e.g., Department Chair, Associate Dean for Research, Center/Institute Director, Core Facility Director, etc.).
- Experience managing the fiscal responsibilities of a research enterprise.

## KNOWLEDGE, SKILLS AND ABILITIES

- Ability to create, execute, and evaluate strategic planning activities that advance research capabilities and achieve data - driven outcomes.

## WORKING CONDITIONS

- Normal office environment.

## HOW TO APPLY

Send cover letter and CV to Lilly Hatzis at [ab1625@wayne.edu](mailto:ab1625@wayne.edu).