



DATE ISSUED: 08/12
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director of Operations, Research and Sponsored Programs

JOB SUMMARY

Directs operations of the Office of Research and Sponsored Programs. Oversees pre-award and post-award processes to serve researchers and assure compliance with grant specifications. Creates procedures to maintain and track research compliance in areas such as human subjects, animal care and use, and biosafety. Plans and implements programs of education and training for researchers. Maintains office databases on proposals and awards. Oversees preparation and submission of grants. Work is performed under general supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Provost for Promotion of Research and Sponsored Programs

Supervises: Senior Grants Analyst, Secretary, Senior Secretary, Scientific Equipment Repair Technician, Coordinator of Research Funding

ESSENTIAL DUTIES - May include, but not limited to the following:

- Oversees operations of the Office of Research and Sponsored Programs.
- Supervises pre-award, award, and post-award processes for grants and sponsored programs.
- Programs and maintains office databases for reporting and data integrity.
- Develops and analyzes reports for administration, faculty, departments, and funding agencies.
- Collaborates with principal investigators and Research Funding Coordinator to develop and submit proposals, including electronic submissions; to develop budgets according to funding guidelines; and to assure research compliance.
- Provides review and on-time submission of proposals to assure accuracy and compliance with program announcement, TWU policies, and federal regulations.

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- Oversees design and maintenance of web pages for the Office of Research and Sponsored Programs.
- Oversees preparation and maintenance of official grant files.
- Responds to inquiries and provides direct assistance to research faculty on all TWU campuses.
- Assists the Assistant Provost for Promotion of Research and Sponsored Programs and Research Compliance Coordinator in designing and implementing a University-wide education program on research compliance.
- Assists Assistant Provost for Promotion of Research and Sponsored Programs in planning activities of the office.
- Supervises the Scientific Equipment Repair Service in Denton.
- Plans workload and supervisory duties.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Troubleshoots software and hardware issues.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Master's degree preferred.

EXPERIENCE

Five years of research administration experience. Ongoing education through workshops, training in special programs and technology, preferred.

REQUIREMENT

Regular and reliable attendance at the University during regularly scheduled days and work hours is an essential function of this position.

:
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KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including University related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.