



Associate Director for Research Development University of Oklahoma – Tulsa Schusterman Center

The Center for Research Program Development and Enrichment at the University of Oklahoma (OU) is seeking an Associate Director for Research Development to serve on its Tulsa campus. The associate director will be responsible for working with OU-Tulsa faculty in their efforts to build strong and competitive programs for research, scholarship and creative activities.

OU-Tulsa offers primarily graduate and professional programming in selected disciplines that match University strengths with regional needs. Programs from the Norman campus include Architecture, Early Childhood Education, Educational Leadership, Electrical Engineering, Human Relations, Library and Information Studies, Organizational and Industrial Psychology, Public Administration, and Social Work. Thirty-four faculty from these academic departments are resident on the OU-Tulsa campus, together with over 150 faculty from health science disciplines such as Medicine, Nursing, Pharmacy, Public Health and Allied Health. Currently there are over \$20 million in active grants and contracts on the OU-Tulsa campus and over 1600 students and residents.

The associate director, reporting to and working with the assistant vice president for research and director of the Center for Research Program Development and Enrichment (CRPDE), will have the opportunity to innovate and create research development services for the Tulsa faculty. The associate director will also work with the associate vice president for academic affairs and the dean of OU Tulsa's graduate college.

Associate Director Responsibilities:

- Translating research and program ideas and concepts into specific, practicable proposal narratives for external funding
- Identifying common areas of research interests and suggesting and facilitating collaborations among faculty both on the Tulsa campus and across the various campuses of OU.
- Consulting with OU Tulsa faculty about their research programs and projects.
- Distributing relevant funding opportunities and providing guidance and interpretation of those opportunities.
- Conducting analyses of relevant active grant solicitations.
- Maintaining information on proposal preparation requirements for federal, state, local sponsors, private foundations and industry partners.
- Editing proposals for internal and external funding.
- Conducting workshops, seminars, and related training related to research and proposal development.
- Working in collaboration with CRPDE and the Office of Research Services, both located at the Norman Campus.

Required qualifications include a master's degree, although a PhD is preferred and at least five years experience editing and developing nationally competitive grant proposals for external, peer reviewed competitions. This opportunity is perfectly suited for an innovative, proactive, and self-reliant individual. An ability to work collaboratively across disciplines is essential. Additional requirements and skill preferences can be found within the position listing at the University's Human Resources web site, <https://jobs.ou.edu>, job requisition #: 10840.

Salary range is \$60,000-\$75,000. Applications will be considered until the position is filled. To apply, please visit the University's Human Resources web site: <https://jobs.ou.edu> and search for requisition number 10840. Although this position is cross-listed on both the Tulsa and Norman campuses of OU, the position is located on the Tulsa campus. Questions should be directed to Dr. Alicia J. Knoedler, Assistant Vice President for Research, The University of Oklahoma, at aknoedler@ou.edu.