Job Description

Job Title: Associate Vice President for Research  
Position Number: 3388
Pay Type: Salaried/Exempt 
Department Name: Office of the VP for Research
Grade: Z

General Summary
The Associate Vice President for Research (AVPR) reports to the Vice President for Research (VPR) and helps provide leadership in growing Discovery and the research enterprise at Western Michigan University (WMU). The AVPR exercises operational management and oversight of the core central and divisional research administration functions for the Office of the Vice President for Research (OVPR). S/he works closely with faculty, staff, administrators, internal units, and external organizations including industry, government, and communities.

Major Duties
- Assist the vice president for research and other senior leaders of the university in devising and implementing research strategies, plans, and policies.
- Develop systematic strategic processes to capitalize on federal and foundation opportunities to grow research activity, proposals, and awards. Coordinate identification of federal and state plans and priorities.
- Work collaboratively with university leadership, centers & institutes directors, deans, department heads, and other research leaders to grow Discovery at WMU.
- Ensure compliance with all state and federal law, regulations, and policies related to research and external funding.
- Manage the research compliance function in the OVPR including the Human Subjects Institutional Review Board (HSIRB), the Institutional Animal Care and Use Committee (IACUC), radiation safety, recombinant DNA, microbiological safety and security, and animal care facility.
- Manage Research and Sponsored Programs pre-award activities.
- Supervise appropriate staff including the research program officers, associate director of research compliance, and radiation safety officer.
- Establish and oversee developmental and mentoring programs for new and established research faculty.
- Oversee administration of WMU and OVPR internal research funding sources.
- Advence development and operation of research support software systems such as the PAF system in coordination with the Apps Programmer Analyst Sr.
- Promote overall university goals and policies as well as strong advocacy for Western Michigan University and its faculty, staff, and students.
- Meet regularly with Associate Deans for Research, Director of Grants & Contracts, and others to coordinate research plans and outcomes.
- Represent the VPR as assigned
- Other duties as assigned.

Minimum Qualifications
- Applicant must have a terminal degree in a relevant discipline
- 5 years of relevant experience in research
- Substantive experience in research development and administration.
- Excellent communication and interpersonal skills including conflict resolution.
- Ability to manage multiple priorities and projects.

Desire Qualifications
- Demonstrated success as Principal Investigator/Director in obtaining external funding and managing large grants.
- Experience as an Associate Vice President for Research.
- Demonstrated success in leadership forming collaborations and partnerships to advance major research initiatives and meet established outcome metrics.