

# Director of Research - Arts and Science

2020-7168

3 months ago

US-NY-New York	<b>Department</b>	FAS Deans Office	<b>School/Division</b>	Faculty of Arts and Science (FAS) (AS1111)	<b>Compensation Grade</b>	Band 54
<b>Union</b>	N/A	<b>FT/PT</b>	Full-Time	<b>Category</b>	Development/Sponsored Research/Grant Writing	

## Position Summary

Arts and Science is seeking an experienced Director of Research to join our team. This individual will develop and implement strategic plans to build institutional capacity for sponsored research, including development and implementation of mechanisms that support large-scale proposal development and broad-based post-award administrative expertise and training across Arts and Science. Provide assistance to faculty and departmental administrators in the identification of funding opportunities, and the development and submission of proposals for external funding in support of research, training and related activities. Review applications and proposals to ensure conformance with sponsor guidelines and compliance. Develop and implement effective client-centered models of communication and support to Arts and Science research community regarding new funding opportunities, sponsor policies and procedures, compliance with post-award processes and regulations; help to manage the related professional training of departmental administrators. Partner with the University on development of in-house training materials and procedures. Oversee staff in the Office for Research.

## Qualifications

### Required Education:

Master's Degree

### Required Experience:

7+ years relevant professional level experience or an equivalent combination of education and experience. Must include experience developing and writing grants, managing grant budgets, strategic planning in higher education or other relevant setting, and managing staff and operations.

### Required Skills, Knowledge and Abilities:

Excellent interpersonal, communication, and network skills. Strong writing and quantitative skills. Knowledge of funding sources for social work and higher education. Ability to work independently, manage multiple projects simultaneously, and effectively collaborate with a wide range of School and University personnel. Ability to support professionals who have little experience in research projects/grant development.

## Additional Information

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at [nyu.edu/sustainability](#).

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

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