

Maryland Sea Grant College Program
4321 Hartwick Road, Suite 300
College Park, Maryland 20622

VACANCY ANNOUNCEMENT

Title: Assistant Director for Research
Category: Regular Associate, Exempt Staff, Full-time

Qualifications: Advanced degree in the marine sciences or related field is required. Candidates with an earned doctorate with demonstrated capabilities in the management and performance of multi-disciplinary academic programs and with a publication record will be given preference. Several years of experience in research, research program management and undergraduate education. Superior oral and written communications and interpersonal skills are essential. Experience in proposal peer review procedures and grants management practices and excellent computer and statistical skills are essential, including MS Office, database management software and Mac and PC proficiency.

Responsibilities: Reporting to the Maryland Sea Grant Director, the Assistant Director for Research participates in all aspects of planning, development, and management of the Maryland Sea Grant College (MD SG) program.

The Assistant Director for Research has the primary responsibility for oversight and performance of MDSG's research program. Duties include: develop requests for proposals based on identified research priorities; solicit, evaluate and conduct peer review of proposals; convene review panels; synthesize review comments on proposals; interact with investigators on all matters related to research proposals; develop proposal packages for submittal to NOAA and other funding agencies; monitor progress and results of funded projects and liaison with principal investigators; prepare technical and administrative reports and proposals; coordinate program development awards; represent director as necessary; and supervise support staff processing proposals, reviews, grants and subcontracts. The incumbent will contribute to the synthesis and presentation of results of supported research to various audiences, and will link closely to related educational and outreach functions of the MDSG. The Assistant Director for Research works closely to connect science with outreach efforts through interactions and collaborations with the Maryland Sea Grant extension program. In addition, the position is responsible for the oversight of graduate and undergraduate student employees assisting in project management.

The Assistant Director for Research must interact with the Assistant Director for Administration, with counterparts at collaborating Sea Grant Colleges, and with Grants Office and programmatic personnel at NOAA or other sponsoring agencies to oversee programmatic and fiscal actions affecting

research grants, such as budget modifications and adjustments to scopes of work.

Further, working in collaboration with Sea Grant senior management, this position requires strong skills in program reporting and working knowledge of National Sea Grant Office, NOAA reporting requirements and the NOAA planning, implementation and evaluation process.

Other responsibilities include the coordination and oversight of multiple Sea Grant Fellowship programs and the NSF-funded Research Experiences for Undergraduates program and experience engaging with students from underrepresented groups in marine science.

The position serves as the primary liaison with the MDSG Academic Advisory Committee. In addition, the incumbent serves on advisory committees and interacts on a regular basis with the research community, as well as agencies and institutions in the region, including national and state Sea Grant programs. The Assistant Director will be expected to provide guidance and leadership on scientific and research issues, as well as in-house review and comment on communications products that deal with research activities.

Salary: Commensurate with experience.

Position Available: Immediately.

Applications: Please submit a letter of application noting specific qualifications for the requirements of the position, current curriculum vitae, and names, addresses, and telephone numbers of at least three professional references electronically with the subject line "Assistant Director Search" to hieb@mdsg.umd.edu.

Closing Date: For best consideration, complete application materials must be received by November 19, 2012.

The University System of Maryland is an Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans, and candidates with disabilities are encouraged to apply.