

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Associate Vice President for Research Administration
and Technology Commercialization

EEO CATEGORY: Administrative
JOB NUMBER: 9-3821
STATUS & GRADE: E-NC
DATE: 04/2009

DEPARTMENT: Office of Research Administration

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelors Degree in Accounting; Advanced Degree in Business or a related field would be helpful. Certified Public Accountant (CPA) certification desirable. Seven (7) years experience in planning, implementing, evaluating, managing, supervising, and reviewing of contracts, grants, and business services programs. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Position serves a key leadership role for the institution in planning, managing, and evaluating important agreements with outside grantees and contractors. Position supervises and manages multi-million dollars of contract and grant budgets, and ensures compliance with those agreements.

SUPERVISION GIVEN & RECEIVED: Reports to the Provost and Vice President for Academic Affairs. Provides supervisory oversight for Pre and Post Award Administration of Sponsored Programs.

PRIMARY RESPONSIBILITIES: The incumbent is responsible for the overall administration of Sponsored Programs including submission of proposals, contract negotiation and post award management; and contracts and leases. Individual is also responsible for development, identification, protection and commercialization of Intellectual Property. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Proven managerial accomplishments in developing positive relationships and strategic alliances with internal and external constituents. Experience in fund accounting desired. Exposure to multi-level systems within an academic or independent environment is helpful.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.