UNIVERSITY OF SOUTHERN CALIFORNIA
Senior Research Administrative Director, KSOM
Job Code: 111105

Grade: 00
OT Eligible: No
Comp Approval: 12/11/2013

JOB SUMMARY:
Directs and oversees administrative, financial, and research operations for a Keck School of Medicine (KSOM) basic science department through subordinate managers, supervisors and professional staff. Provides administrative leadership, guidance and oversight of all administrative and operational functions including finance, business strategy and planning, program development, human resource management, compliance, research administration, and facilities. Collaborates with the department Chair on strategic planning initiatives, quality assurance, and staff development. Develops, recommends, and implements operating policies and procedures for the effective and optimal functioning for the department as a whole. Oversees the operations of educational programs as appropriate. This is the top administrative position of a KSOM Research Institute or scientific department with a total expense budget between $10-$50 million and over 50 faculty and staff.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

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Directs the development and implementation of the department’s research and business strategy in alignment with KSOM’s strategic plan. Performs on-going analysis of funding opportunities and of faculty grant proposals to manage the overall business strategy for department. Develops and implements new programs and processes to enhance operations. Reviews and approves all proposals submitted.

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Directs the overall finances of the department across all funding groups, dean’s allocations, gifts, research, and outside contracts. Directs the funds flow in and out of the departments and provides oversight of all department expenditures. Establishes annual revenue and grant spending goals for department. Develops annual budget with strategic plan highlighting a method for estimating grant activity and expense projections. Has signature authority for departmental accounts on all financial and payroll transactions. Makes major budgetary and resource allocation decisions. Analyzes financial data for trends and develops forecasts. Advises faculty and/or staff regarding budget preparation. Apprises Chair or Institute Director of the financial status of the department. Responsible for determining that the department has strong internal controls in areas such as maintaining and reviewing receipts, procurement, disbursements and payroll.

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Oversees the department’s research and administrative operations. Develops and monitors annual funding targets for the department and monitors grant accounting and expenditures. Oversees the use of any recharge accounts and assures proper collection and balancing of the account at year end. Coordinates activities between PIs and the Keck Research Administration for non-industry awards and proposals and with the USC CTO office for all industry awards and proposals.
Oversees the department’s research proposals. Oversees the grant proposal submissions (both Federal and Industry) for the department including review and approval of proposed salaries and effort, appropriate application of fringe benefits and indirect cost rates. Reviews, approves, and tracks any cost sharing commitments by the department. Provides oversight and guidance on grant budget spending and provides spending projects to PIs as needed. Maintains currency with, understands and enforces university and Keck research compliance policies for research subject’s use, conflict of interest disclosure, biosafety and effort certification. Coordinates activities between PIs and the USC Clinical Trials Office (CTO) for all industry awards and proposals. Ensures agency requirements, deadlines and internal schedules for tracking proposal development and responses are communicated.

Directly or indirectly manages all staff assigned to the department, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on department goals. Reviews and recommends hiring and salary actions to the Keck School of Medicine to ensure compliance with policy. Oversees performance appraisal process for staff and remains informed of any disciplinary actions required.

Oversees the administrative components of the Educational Programs of the Department such as a Master’s Degree Program or other programs as applicable. Works with the department faculty and Chair in the on-going development of curriculum and obtaining central USC approval of courses. Works with the faculty to market the program to attract students. Oversees other activities such as student advisement, student admissions, scheduling courses, and communicating with faculty about grade and evaluation deadlines which may be performed by support staff.

Reviews and coordinates all faculty offers with the Office of Faculty Affairs. Manages on-boarding of faculty in terms of required dossier and appointment documents for academic appointment, payroll assignment of funding, demographic data, credentialing, etc. Determines organizational structures, reporting relationships and short and long-term staffing needs. Coordinates faculty use of laboratories, offices and core resources.

Negotiates contracts or agreement terms, reviews contracts and other legal documents. Coordinates with legal counsel concerning all legal matters. Represents Chair in legal matters, as assigned.

Resolves issues and requests referred to the Chair or Institute Director by faculty, staff or students. Meets with concerned parties to discuss requests or complaints and determines best course of action for effective resolution.

Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences; makes formal presentations.

Develops and oversees implementation of internal policies and procedures covering administration, finance, safety, etc., ensuring compatibility with university policies. Consults with relevant administrators and university staff to develop and implement internal policies and procedures, as needed. Interprets applicable laws, rules, regulations, policies and procedures. Ensures research department compliance with local, state and federal regulations.
Devises and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: ☐ No  ☐ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Master's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 7 years

**Minimum Field of Expertise:**

Degree in Business Administration, Accounting, or related field. Management experience in a large, multi-faceted research or clinical department/division for a school, corporate or hospital environment. Thorough knowledge of management principles, budgeting, finance, accounting, marketing, and applicable laws/regulations.

**Preferred Experience:**

- 10 years

**Skills:**

- Other:
  - Analysis
  - Assessment/evaluation
  - Budget control
  - Budget development
  - Coaching
  - Communication -- written and oral skills
  - Conceptualization and design
  - Conflict resolution
  - Consulting
Counseling
Development/fundraising
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Marketing
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Manages through multiple layers of subordinate supervisors.

Supervises: Nature of Work:

Administrative
Managerial
Professional/Paraprofessional
Project Management

SIGNATURES:

Employee: ____________________________ Date:_____________________________
Supervisor: __________________________ Date:_____________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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