

Class Code:.....0997
Position #:(NUNC)...
Developed by:.....DJ
Reviewed by:.....SG
Approved by:.....LK
Date:.....7/09

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Director, Southern Rhode Island Area Health Education Center (sRI AHEC)

DIVISION: Academic Affairs (College of Nursing)

REPORTS TO: Principal Investigator, Southern Rhode Island Area Health Education Center (AHEC)

GRADE: 12

SUPERVISES: AHEC project staff

BASIC FUNCTION:

Responsible for the day-to-day operations of the Southern Rhode Island Area Health Education Center (sRI AHEC).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with the Principal Investigator to proactively develop a plan for targeting research and programs that support the mission of the Center.

Locate sources and develop proposals for external funding.

Direct, advise and provide assistance in proposal development. Continually assess the needs of the resolve issues related to proposal development and grant writing to ensure that the pre-award needs of Investigators are met.

Establish policies and procedures for AHEC's primary responsibilities, including setting goals, protocols, functions and resource potentials. Evaluate program objectives, direct long-range planning, and develop training programs.

Serve as a pre-award resource for faculty, staff and students. Maintain expertise on grant administration and grant writing guidelines, and communicate relevant changes to AHEC personnel. Act as liaison with the funding agencies in all phases of grant administration.

Develop supplemental funding sources for the expansion of research, educational and training opportunities for AHEC. Prepare and submit proposals to federal, state, and private funding sources.

Develop and submit proposals to commercial and private funding sources.

Attend and participate in state and national conferences; maintain membership in appropriate professional organizations.

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Assist in the hiring of faculty, staff, temporary staff and graduate/undergraduate students. Provide in-service training for CPRC personnel and students.

Design and direct AHEC programs and activities.

Supervise the Center's staff.

Responsible for oversight of the Center's budget.

Manage/coordinate ongoing projects (e.g., Pathway to Nursing project, etc).

Serve as the Center's liaison to the greater southern Rhode Island community.

Represent the sRI AHEC at meetings of the larger RI AHEC Network.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Graduate degree in Nursing or related field; three years of administrative experience which includes project management and budgetary oversight; experience in writing grant proposals; demonstrated computer proficiency with word processing, spreadsheets, and electronic mail systems; excellent communication skills, both oral and written; strong interpersonal skills and ability to work with diverse population; demonstrated ability to organize, coordinate, and supervise support staff. **Preferred:** Experience working in a research and/or higher education environment.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.