

JOB INFORMATION

Effective Date	12/23/2022
Job Code:	3074
Job Title:	Assoc Dir, Research Programs
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Institutional Research
Job Summary	Responsible for management and supervision of the Environmental Institute of Houston's Research Programs. Development and implementation of research program and project specific budgets. Developing and implementing research program policy, long-range forecasting, and strategic planning. Manage on-going and future research projects including staffing, study design, data analysis, training, quality assurance, acting as principal investigator, technical course offerings, and report and manuscript development. Participate on University, regional and national scientific committees. Also serves on graduate student committees.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Degree in Biology, Environmental Science, Wildlife and Fisheries, Ecology, or closely related field.	Required	
Doctoral Degree	Degree in Biology, Environmental Science, Wildlife and Fisheries, Ecology, or closely related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum five years of experience supervising research program conducting applied biological, ecological, and/or environmental science.	Required	
Considerable	Evidence of progressive leadership of research program conducting applied biological, ecological, and/or environmental science.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Valid Drivers License	Upon Hire	Required	
	USCG OUPV License	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of scientific method, study design, and techniques for biological research.	Proficient
• Knowledge of proper and safe operation and use of research equipment including vessels.	Proficient
• Knowledge of permitting requirements (federal and state) for use of animals in scientific research.	Proficient
• Skills in oral and written communication of complex subjects.	Proficient
• Skills in database management and data analysis programs.	Skilled
• Skills in budget management and long-range planning and policy development.	Skilled
• Ability to lead a team of researchers engaged in complex scientific research.	Proficient
• Ability to work independently with minimal supervision.	Proficient
• Ability to effectively communicate with internal and external partners, colleagues, and direct reports.	Proficient
• Knowledge of University, state, and federal procedures for grant and contract management.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Recruit and manage research staff engaged in highly complex field and laboratory research studies, sometimes involving multi-institution collaboration.	40%
• Develop and Implement research program budget, policies and procedures, long-range forecasts of program needs and opportunities, and produce annual reports to UHCL management on program activities.	20%
• Act as Principal Investigator on proposals and research grants, conduct study design, data acquisition and management, data analysis, report and manuscript compilation, and dissemination of research results.	20%
• Train staff and students on proper sampling and safety techniques and act as the Quality Assurance Officer for state contracts.	10%
• Participate in and represent EIH's Research Program and the University on senior management, policy, and technical scientific committees and assist in strategic planning.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description