

ASSISTANT TO THE VICE PRESIDENT
FOR
RESEARCH/PUBLIC SERVICE

Function of Job:

Under administrative supervision of the Vice President for Research/Public Service, to provide support and advice in all aspects of research administration including areas of budgeting, research policy, personnel, internal research support and funding.

Characteristic Duties and Responsibilities:

1. Provide financial assistance to the Vice President by overseeing/supervising all budgetary and financial matters for the VPRPS office and all units under his/her jurisdiction.
2. Provide administrative assistance to the Vice President in the areas of policies/procedures, information gathering/compilation, analyses/report writing, problem troubleshooting/solving, implementing of plans established by the VPRPS, and other special duties, as assigned.
3. Administer internal research funds, including Internal Research Support program, Research Initiation/Scientific Equipment Fund, VPRPS Discretionary Research Awards, hard-dollar cost sharing, and oversight of internal research support accounts.
4. Coordinate efforts of units reporting to the Vice President, overseeing, supervising and advising them on all budgetary, financial and personnel matters.
5. Coordinate assigned personnel matters, including participation in hiring, training, supervision, evaluation and work assignments for assigned office support staff/students, approving personnel transactions and administering salary increase process.
6. Interface with UNH/USNH administrative offices on behalf of the research community as an advocate for their needs.
7. Provide support for USNH technology transfer efforts including the areas of royalty income and patenting/licensing.
8. Represent the Vice President through participation on various committees and at relevant meetings.
9. Provide assistance to the Research Advisory Board and Research Center Director's Roundtable, as required.
10. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and three years of experience involving research administration in a higher education environment, including work in budgeting and finance.
2. Excellent communication and interpersonal skills, both oral and written.
3. Ability to independently collect, organize and analyze data.
4. An understanding of the role of research in higher education.

11/30/93

System Approval

11/30/93

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.