

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: RESEARCH AND FACILITATION Level F, Pay Grade 16

LEVEL DEFINITION	This level covers positions responsible for managing the research administration of the University.
TYPICAL RESPONSIBILITIES	May includes: providing direction to the management of research grant application and awards processes; developing policies and procedures and ensuring conformance and compliance to the requirements of individual granting agencies; providing approval for grant applications; overseeing, negotiating and approving inter-institutional transfers of research funds; managing multi-recipient coordination; providing strategic direction in information technology support and communication.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Accountable for the quality, compliance and approval of all research applications.
SUPERVISION RECEIVED	Works with full latitude. Work reviewed in terms of achievement of long-term goals
SUPERVISION EXERCISED	Manages professional staff in the delivery of quality services pertaining to research applications
MINIMUM QUALIFICATIONS	University degree in business or science, or the equivalent combination of education and experience. Minimum of nine years of experience in a research review.