

**Faculty Position – Director of Research Operations**

The School of Nursing at the University of Alabama at Birmingham (UAB) invites applications and nominations for a **Director of Research Operations** faculty position.

The Director of Research Operations is responsible for the management of financial administration, operational direction, and daily function to the School of Nursing (SON) Office of Research & Scholarship activities. In this role he/she is responsible for providing leadership and authority for research program integrity under the supervision of the Associate Dean for Research and through collaboration with the Dean, Associate Deans, Department Chairs, Directors, Faculty, Staff, and appropriate UAB Institutional offices to fulfill extramurally funded sponsored programs by performing pre-award, financial and non-financial post award administration. Is responsible for providing education and training on the subject of grants administration, from pre to post award, as well as educating others on the types of grants and funding mechanisms. To ensure compliance with UAB, School of Nursing, federal, state, local laws, policies, procedures, federal OMB circulars, Uniform Guidance, and sponsor-specific guidelines in the execution of grant awards and contracts. Efficiently manages the departmental budget and resources to ensure achievement of expected research and scholarship, academic, and clinical related outcomes. To provide ongoing financial analysis of the SON research portfolio. To make decisions regarding the reporting and use of financial resources related to grant activities. To supervise ORS grant accounting operations and activities including approval and processing of disbursement requisitions and internal requisitions, personnel action papers, interaction with vendors and compliance with UAB bid policy and procedures. To develop and administer grant budgets, grant financial systems, and develop and monitor grant financial policies and procedures. To develop grant financial statements, and provide reports to the SON Associate Dean for Research and Dean. To serve as the primary interface with school investigators and other University Offices, coordination involvement of research support for faculty through the school. To direct department staff to ensure completion of major projects including grant review, protocol development and research education programs, development of resource library and the establishment of fiscal and administrative systems for the office.

Candidates for this faculty position with expertise in **grant administration** are encouraged to apply. Rank, tenure, and salary are competitive and commensurate with professional background and experience. A minimum of a master’s degree in a related field and ten years of financial grant administration experience is required.

The School of Nursing’s **legacy of leadership** is focused on the integration of research, education, and clinical practice and evidenced in more than 18,000 alumni serving as expert clinicians, executive nurse leaders, deans and directors of nursing programs, nurse scientists, advanced practice registered nurses, and other professional leaders. The School is ranked in the top 10 nursing schools nationwide by *U.S. News and World Report* and offers innovative baccalaureate, post-baccalaureate, master’s, post-master’s, doctoral, and post-doctoral programs. Program offerings include: the state’s longest standing and most honored PhD in nursing; a Doctor of Nursing Practice program with a Nurse Anesthesia Track; a Master’s of Nursing program with more than 15 nurse practitioner specialty and subspecialty tracks with dual degree options, advanced practice tracks in geriatrics, nursing administration and clinical nurse; an accelerated master’s in nursing pathway for individuals with a bachelor’s degree in a field other than nursing, among other unique opportunities. Most graduate courses are taught in a distance accessible format with on-campus intensives. The UAB School of Nursing is designated a Pan American Health Organization/World Health Organization Collaborating Center for International Nursing- one of a few in the U.S. Additionally, the School is one of three Paul D. Coverdell Peace Corps Fellows programs and is one of the leading VA Nursing Academic Partnerships in the nation. Based at the state’s flagship Academic Health Science Center with the 3rd largest public hospital in the nation, the School is a leader and trendsetter in collaborative science and home to the state’s only nursing-specific research initiative with a diverse funding portfolio supporting scholarship in oncology, international nursing, HIV/AIDS, pediatrics, occupational health, aging, among others. Faculty hold over 70 appointments in university-wide research centers. The School of Nursing is home to an innovative nursing simulation and skills laboratory, which provides faculty and students with interprofessional learning opportunities.

Review of applications will continue until the position is filled. UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from ethic/racial minorities, individuals with disabilities, and veterans. A pre-employment background investigation is performed on candidates selected for employment. *Applicants interested in this opportunity should submit: a letter of interest that addresses the above qualifications and how their philosophy and experiences qualify them for this position, curriculum vitae, and the names and contact information of three references through the Peopleadmin link below*:

**The University of Alabama at Birmingham**

**School of Nursing**

**Birmingham, AL 35294-1210**

<https://uab.peopleadmin.com/postings/11861>