

Job Description

Job Title: Director Center for Applied Research Grade: N

Department: Center for applied research **FLSA**: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position will manage the Center for Applied Research. Incumbent will be responsible for schedules, budget, working with the Services Corporation and ensuring work is completed. Responsible for soliciting and securing projects, managing current and on-going projects, writing proposals and will be involved in hiring and staff evaluations; also will ensure the details of the business end of CFAR.

Characteristic Duties and Responsibilities:

- Reviews materials and conducts research to identify RFP announcements from federal, private and state sources
- Works with national committees, councils, task forces, and individual to regional, state and local planning agencies as requested.
- 3. Coordinates research, planning activities and programs with national, regional, state and local planning agencies as requested.
- 4. Oversees staff by coordinating activities, establishes schedules, monitoring projects to ensure that deadlines are met and assignments are completed; evaluates performances.
- 5. Solicits work, writing proposals, delegates tasks and manages work flow.
- 6. Develops systems for conducting and analyzing research and evaluation project; manages budget
- 7. Represents the college and maintains contact with state and national community college associations and other external organizations.
- 8. Monitors and reviews departmental operations; develops and implements departmental policies and procedures.
- 9. Interacts with senior leadership and the CPCC Services Corporation.
- 10. Advises senior level administrators/staff in external organizations and agencies about protocol and methodologies.
- 11. Performs other duties as assigned.



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rting Relationships:

Direction Received: Reports to Associate Vice President of Institutional Research

Direction Given: Direct supervision of assigned staff

Minimum Requirements:

Master's Degree from a regionally accredited institution and two years of related experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of the practices of planning, research, and analysis

Knowledge of advanced research practices, methods and techniques

Knowledge of computer and research related software applications

Supervisory and/or leadership skills

Strong communication and presentation skills

Working Conditions:

Typical office environment