JOB DESCRIPTION AND EXPECTATIONS

JOB TITLE: Faculty Research Coordinator (PT)
DEPARTMENT: Office of Supported and Institutional Research (OSIR)
STATUS: Part-Time Non-Exempt
REPORT TO: Dr. Melea Fields, Executive Director of OSIR
JOB SUMMARY: The OSIR Faculty Research Coordinator (FRC) has as their primary duty to coordinate, assist, implement and seek faculty research/grant projects. Under general direction, performs duties associated with coordinating and implementing faculty research studies and projects. In addition the FRC will assist the department in all institutional research projects including institutional assessments and data collection for accreditation and reporting purposes.

JOB RESPONSIBILITIES

Office of Supported and Institutional Research: Faculty Research Coordinator (Part-Time up to 30 hours per week)

Essential Job Responsibilities:

- Research Duties:
  - Coordinates development, implementation, and maintenance of all faculty research studies and projects; may assist with recruiting subjects; conducting follow-up surveys; collecting data for existing and future projects.
  - Assists in designing and conducting studies; editing and writing for submissions to peer-review publications; conducts statistical analysis of data.
  - Find and/or develop research opportunities for SCU faculty to participate in
  - Find additional grant opportunities in line with the SCU mission
  - Serves as liaison between the OSIR and the University faculty
  - Serves as liaison between the OSIR and various publishers and grant entities.
  - Assists faculty in collecting, entering, analyzing, and presenting data
  - Oversees the faculty forum for scholarly work
  - Reports (each trimester) an accurate faculty scholarship report for inclusion in all external reports.
  - Completes any data required for external or government or agency officials
  - Attends training and in-service sessions.
  - Contributes to the design and creation of communications and public relations tools; coordinates meetings among community, faculty, research teams, and support staff.
  - Assists the principal investigator, research manager, and financial coordinator with various administrative tasks associated with the day-to-day operations of research studies and projects.
• Assigns and reviews research-related work and tasks given to research assistants and students; performs other duties as assigned.

• Development
  o Assist in guiding the faculty research agenda at SCU
  o Continue to develop the faculty on all aspects of research
  o Conduct and/or oversee faculty research specific development sessions
  o Assist with developing and supporting a faculty focused micro-funding site for potential funding opportunities.

JOB SPECIFICATIONS

EDUCATION: Bachelor's degree, with master's degree preferred.
EXPERIENCE: Supplemented with two (2) years of related work experience and a minimum of two (2) years experience in a Higher education office environment. MUST Have experience working with faculty and in an education setting.

KNOWLEDGE: Knowledgeable in Windows based computer applications, including Outlook, Word, Publisher and Excel. Knowledge of survey creation programs and data analysis programs (i.e. surveymonkey, Magenta, SPSS). Knowledge of the principles of research design needed. Written and verbal communication skills, interpersonal/human relations skills, Organizational and analytical skills, attentiveness to detail and the ability to maintain confidentiality.

ABILITIES: Excellent oral and written communication skills. Ability to edit and review technical reports. Ability to manage multiple tasks and priorities with constant deadlines. Ability to work with minimal supervision. Conveys professional attitude and demeanor.

ACKNOWLEDGMENT AND APPROVAL

Individual’s Name  Signature  Date

(Staff Member)

Melea R. Fields, EdD
Dean, OSIR
(Supervisor/Manager)