

[Close Window](#)**Position Information**

Job Title	Academic Program Manager
Internal Title	Assistant Director of Research, Grants, and Assessment
Band	Unclassified
Requisition Number	001843
Minimum Salary	Salary commensurate with qualifications.
Salary Range	
Pay Basis	12 months
Department	University 101
Campus	USC Columbia
Expected Fill Date	
Job Posting Date	10-05-2009
Reopen Date	
Minimum Posting Period Ends	10-11-2009
Job Close Date	Open Until Filled
Type of Position	Permanent Staff Unclassified Administrator
Job Type	Full-Time
Job Category	Professional/Administrative
If this is a research grant position, indicate the benefits provided	
Job Description	The Assistant Director for Research, Grants, and Assessment has primary responsibility for developing, expanding, and managing the research activities of the National Resource Center for The First-Year Experience and Students in Transition as an integrated part of a Center-wide program of initiatives to assist educators to improve student learning and transitions into and through higher education. To that end, the Assistant Director for Research, Grants, and Assessment oversees the ongoing original research agenda of the Center, identifies and pursues opportunities for external funding to support and expand the NRC research agenda, coordinates the Paul P. Fidler Research Grant solicitation and award processes and other grants sponsored by the National Resource Center, and contributes to the assessment of U101 and Center-sponsored activities. All work is done under the guidance and supervision of the Director of the Center.
Minimum Qualifications	Masters in higher education or related field. Completed doctorate in higher education or related field.
Preferred Qualifications	Previous experience applying for and working with grants preferred.

Supervisory experience.

Professional experience working on research projects in the fields of higher education, college student development and success, and students in transition preferred.

Proven experience managing original research projects.

Comfort with both quantitative and qualitative research.

Attention to detail and thoroughness, accuracy, and strong written and oral communication skills.

Energetic, innovative, flexible, and thoughtful individual who can think proactively in developing our efforts to serve national and international audiences.

Special Instructions to Applicants

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