# University Staff Position Description Form
## Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

**FOR HUMAN RESOURCES USE ONLY:**

| APPROVED CLASSIFICATION | CLASS CODE | EEO CAT | RANGE/ GRADE CODE | APP. BY C&C | DATE |
|---|---|---|---|---|---|
| AA/S – Ex II | 1038 | 2 | 3 | LL | 4/12/24 |

## 1. POSITION INFORMATION

Employee:                                                          Department:  Offices of Research, Innovation, and Economic Development

Current Classification:  AA/S – Exempt II          Working Title:  Research Development Officer

Time Base:  [X] F.T.  [ ] P.T. _____ %  [ ] Other _____          FLSA Status:  [X] EX  [ ] NE

Position Provides Lead Work Direction To:

　　　Classification: _____  Qty: _____  FTE: _____
　　　Classification: _____  Qty: _____  FTE: _____

Name & Title of Work Lead (if any): _____

Name & Title of Appropriate Administrator:  Shannon Rexin, Director, Research & Proposal Development

Name & Title of Dean/Manager (MPP):  Mariappan Jawaharlal *(Interim)*, Associate VP, ORIED

## 2. PRIMARY ACTION BEING REQUESTED (Select One)

[x] Job Posting:  [x] New Position  [ ] Replacement Position, former incumbent: _____

[ ] Update Position Description Only:

> NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be endorsed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days' prior to Effective Date.

Effective Date: _____

## 3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Employee: _____  Date: _____

Appropriate Administrator:  *Shannon Rexin*  Date:  04/15/2024

Dean/Manager (MPP): _____  Date:  Apr 15, 2024

HR Staff Official Position Description

## 4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. (Classification standards can be found at https://www.calstate.edu/csu-system/careers/compensation/Pages/Classification-Standards.aspx.)

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

## 5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

**Experience:**

1. Experience leading/coordinate project teams and or project development

**Knowledge, Skills, Abilities:**

2. Advanced proposal development skills, such as collaborating with faculty on proposal elements, conceptualizing project designs, writing proposal elements, editing proposals, etc.
3. Demonstrated ability to develop communication themes and outreach materials and create effective workshop/training presentations.
4. Excellent communication skills including strong technical/non-technical writing skills and the ability to facilitate discussion leading to the development of narratives, funding concept, statements.
5. Knowledge of federal, state, and non-profit funding mechanisms and procedures.
6. Advanced analytical and problem-solving skills with the ability to understand a wide variety of legal, financial and administrative concepts, and synthesize complex data using logic and quantitative reasoning.
7. Demonstrated record of success with individual and institutional grant proposals.
8. Demonstrated ability to work independently and as part of a team.
9. Excellent interpersonal skills with the ability to maintain discretion and judgment regarding sensitive information.
10. Demonstrated ability to establish and maintain effective professional working relationships with internal and external contacts.
11. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

**Conditions of Employment:**

- Ability to pass a background check

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

12. Five (5) years' experience in a research administrative environment, i.e., government, university, or foundation, performing duties of varying complexity related to research and / or sponsored project development.

**Employee Initials:**                                      **Date:**

13. Master's or Ph.D. degree

## 6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

The Research Development Officer in the Offices of Research, Innovation and Economic Development (ORIED) works to develop quality and compelling grant proposal narratives to leverage and maximize funding to further faculty- or administrator-led scholarly research, creative, and student support activity on campus. To do so the Officer must possess knowledge of federal, state, and non-profit funding mechanisms and procedures to perform two primary roles.

First, for proposal and concept development, the Officer works directly with ORIED staff and faculty researchers or University administrators developing grant and contract proposal narratives including abstract, problem statement, methods, evaluation, outcomes and overall structure. The Officer will primarily focus on proposals that further an institutional or college strategic priority and proposals that are collaborative and/or interdisciplinary in nature. The Officer works with individual faculty and administrators as well as faculty and administrator teams and may be required to lead or take an engaged role in project concept development or at the advanced proposal development level, requiring coordination, program planning, and the weaving together of multiple discipline-based narrative streams into a coherent interdisciplinary argument for funding support. The Officer may lead strategic conversations, in partnership with the Senior Research Development Officer and/or ORIED staff, on project shape, direction, scope, external stakeholder involvement, budget and cost issues, long-term research and funding agendas, and other relevant components as needed.

Second, as proposal workload permits, the Officer will also assist ORIED with background and material development on new and ongoing research projects, campus-wide internal competitions, and other initiatives that highlight the research enterprise. The Officer will assist faculty and administrators with the editing of journal articles, book chapters, sabbatical and award/prize applications, and other scholarly materials. Further, the Officer will assist the ORIED AVP and others within the unit on developing more effective ways to promote and advance the research enterprise and its components, including conducting outreach to faculty and administrators about the proposal development process.

## 7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each <u>major</u> responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

<u>Essential Functions and Marginal Functions should have a combined total of 100% of Time.</u>

| % of Time | Frequency (daily, weekly, monthly, etc.) | Essential Functions Only (List in order of importance) |
|---|---|---|
| 65% | Daily | **Proposal and Concept Development (Faculty Proposals and Institutional/Student Success Proposals**<br><br>Provides proposal development/editing, advising on project conceptualization and editing/writing on technical and non-technical aspects of funding proposals, including project narratives, scopes of work, evaluation plans, methodology and data plans, facilities statements, CVs, support letters, etc. This includes campus-internal and -external proposals, as well as individual faculty-led proposals and Institutional/Student Success Proposals.<br><br>Work directly with individual faculty and/or administrators, or teams of faculty and/or administrators, to develop proposal narratives, which involves: |

**Employee Initials:**                                    **Date:**

|  |  |  |
| --- | --- | --- |
|  |  | <ul><li>Organizing and leading strategic conversations regarding specific institutional/student support funding opportunities to determine appropriate fit, project team, project shape, and involvement by both internal and external stakeholders</li><li>Coordinating with the director of corporate and foundation relations, to jointly lead and organize institutional student/success proposals submitted through University Advancement</li><li>Identifying and synthesizing institutional data for appropriate inclusion in institutional capability statements and statements of need</li><li>Leading and/or coordinating project writing teams and/or project development initiatives; assisting with coordination, program planning, and merging of multiple discipline-based narratives in order to develop a coherent interdisciplinary argument for funding support</li><li>Conceptualizing project design; organizing proposal elements and crafting a compelling storyline</li><li>Writing technical and non-technical sections (evaluation section, problem statement, methods, abstract, outcomes, etc.)</li><li>Editing drafts and identifying proposal sections in need of strengthening by others' expertise</li><li>Providing guidance on campus-internal and -external funding opportunity responsiveness, requirements, and guidelines.</li><li>Detailing techniques for and guidance on communicating with program officers</li><li>Writing boilerplate text for campus-wide use in proposals</li><li>Participating in outreach conversations with universities, state, federal, local, and non-profit organizations regarding funding issues and priorities</li><li>Working with faculty to revise and resubmit proposals responsive to reviewers' feedback</li><li>Providing guidance on available on- and off-campus resources for specialized expertise</li><li>Helping plan and organize ORIED-funded peer review processes prior to proposal submission</li></ul> |
| 10% | Daily | **Communication Development**<br><ul><li>Conduct outreach to college deans and chairs and new faculty to promote ORIED services and share information with faculty and administrators about the proposal development process and strategies.</li><li>Advise new faculty on internal funding opportunities and steps to develop their research agendas.</li><li>Assist ORIED with development and background, text, and materials on new and ongoing research projects and initiatives to better highlight and promote the research enterprise on and off campus</li><li>Share new funding opportunity announcements and scholarly, creative, or student support opportunity announcements with relevant faculty and administrators.</li><li>Attending trainings and conferences and collecting and synthesizing reviews of submitted proposal in order to amass information about expectations, norms, and trends among funders, and share with other ORIED staff as appropriate</li></ul> |

**Employee Initials:**            **Date:**

| 10% | Daily | **Training Development** |
|---|---|---|
| | | As directed by the AVP or Director of RPD, and in order to provide additional writing focused training opportunities on campus, assist with providing outreach, education and training for faculty and students and other initiatives, including assisting with peer review groups, writing groups, protected writing time programs, and other faculty, administrator, and student research support as needed. Create presentations for and lead workshops and/or training sessions. Identify workshop presenters and evaluate their performance. Collect relevant resources and materials related to research and proposal development and share them with faculty and administrators as appropriate |
| 5% | Daily | **Campus-wide Internal Competitions**<br>• Participate as a planner and/or reviewer in ORIED internal competitions (e.g. IDEA, ADVANCE, MRI, DHSI, Research Enhanced Support Grant).<br>• Act as a resource to the Faculty Senate's RCA committee, communicating with applicants about reviewers' critiques and feedback, and making suggestions to the RCA committee about the design and process of the competition. |
| 5% | Daily | **Editing of Other Scholarly Materials**<br>• Edit drafts of faculty scholarly materials such as articles, book chapters, conference abstracts, and applications for sabbaticals and honors/prizes, for conceptual clarity, alignment with guidelines, ease of reading, and narrative and conceptual strength. |

## 8. MARGINAL FUNCTIONS OF THE POSITION

Describe each <u>non-essential</u> duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

<u>Essential Functions and Marginal Functions should have a combined total of 100% of Time.</u>

| % of Time | Frequency (daily, weekly, monthly, etc.) | Marginal Functions Only (List in order of importance) |
|---|---|---|
| 5% | Monthly | Other duties as assigned. |

## 9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

**9a. Nature and Scope of Authority:** Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

The Director of Research and Proposal Development will serve as the Officer's direct supervisor; however, the Officer will operate with significant autonomy and will be expected to work collaboratively with others in ORIED, as well as faculty and campus staff, and be accountable for time and contributions. The Officer will make independent judgments and decisions regarding proposal/project development and have the freedom to do so.

**Employee Initials:**                 **Date:**

**9b. Problem Solving:** Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

This position requires skilled analysis, excellent writing and editing skills, expert familiarity with campus and funder regulations, and a heightened sense of discretion and diplomacy. Every proposal is unique and the Officer must carefully navigate the distinct set of challenges (i.e. compliance requirements, funder preferences, work styles of key personnel, etc.) that each one brings.

**9c. Contacts On- and Off-Campus:** Purpose and nature of working relationships with on- and off-campus contacts.

The Officer must work in partnership with faculty and ORIED administrators on the development of grant and contract proposals, funding priorities, and materials development. The Officer will serve as a liaison with ORIED personnel and as a facilitator for large, collaborative proposals that involve off-campus entities including school districts, local government agencies, community organizations and other universities.

## 10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use "X."

| PHYSICAL | | MENTAL | | ENVIRONMENTAL | |
| --- | --- | --- | --- | --- | --- |
| F | Sit | F | Direct others | O | Is exposed to excessive noise |
| O | Stand | F | Concentrate | N | Is around moving machinery |
| O | Walk | F | Analyze | N | Is exposed to marked changes |
| F | Have mobility | F | Use reason/logic | | in temperature and/or humidity |
| O | Bend | F | Demonstrate recall | N | Is exposed to dust, fumes, gases, |
| N | Climb | F | Make decisions | | radiation, microwave (circle) |
| O | Reach | F | Works rapidly | O | Drives motorized equipment |
| O | Kneel | F | Handle multiple tasks/priorities | O | Works in confined quarters |
| O | Push/Pull | F | Tolerate variety | N | Works in high places |
| O | Have gross hand coordination | F | Work with others | | Other: |
| O | Have fine hand coordination | | Other: | | |
| F | Hear with background noise | | | | |
| F | Hear the spoken word | | | | |
| F | Hear over a phone/other device | | | | |
| F | See to read fine print | | | | |
| F | See to read bold print | | | | |
| F | See to accomplish a task | | | | |
| F | Talk | | | | |
| F | Communicate | | | | |
| O | Lift:  15  lbs. max | | | | |
| O | Carry:  15  lbs. max | | | | |
| O | Operate equipment | | | | |
| F | Perform keyboard entry | | | | |
| | Other: | | | | |

**Employee Initials:** **Date:**

## 11.  FOR INFORMATION TECHNOLOGY POSITIONS ONLY

### PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided.  Any projects or accountabilities of a temporary nature must include duration of assignment.

### TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

| Hardware Type | Software Applications Used |
| --- | --- |
| | |

**Employee Initials:**                                   **Date:**