

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Research Director **SALARY GRADE:** HU-15  
**DATE REVISED:** December 01, 2014 **EEO CODE:** 01  
**JOB CODE:** 2102 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

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**BASIC FUNCTION:** The Research Director will serve as a Principal Investigator (PI) to assist in the planning and supervision of the administrative, operational, and research activities of a Research Center.

**SUPERVISORY ACCOUNTABILITY:** Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operation and results of the unit.

**NATURE AND SCOPE:** The Research Director will interface with faculty, students, administrators including Deans and Directors, within the University. The Research Director is expected to interact with senior local, state and Federal Government staff in identifying sponsored research opportunities as well as senior representatives from Foundations, Boards and other private organizations. In conducting research, the Research Director will interface with study participants, and their intermediaries, such as medical and/or health professionals, staff from community-based organizations, social workers.

**PRINCIPAL ACCOUNTABILITIES:** The Research Director is responsible for developing and conducting research that complies with the IRB requirements of the University and procedures, reporting requirements, and standards set by sponsoring agencies.

Supervises the Research Administration personnel in the preparation of documents, reports, and grant proposals.

Participates in professional meetings, conferences, annual seminars.

Develops publications for inclusion in peer reviewed journals.

Advises on the types of data that must be collected in a central database to support the Center.

Maintains all research and administrative files and databases.

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Oversees the development of progress reports, research proposals and research papers and related materials.

Serve as a liaison between the funding agency(s) and the research units in the development, activation, conduct, and review of the research program.

In consultation with senior administrative officer, assists in developing and monitoring program objectives, policies and procedures.

Assists in consultation to research personnel, investigators, instructors and students in protocol development, procurement, and techniques.

Develops plans for, and participates in, recruiting, hiring, training, and supervising staff.

Maintains compliance with federal regulations, policies and regulatory standards.

Under the direction of the senior administrative officer, assumes responsibility for developing, staffing, and reviewing research projects.

Responsible for coordinating and supervising all research projects undertaken by the program or Center.

Writes progress reports for sponsor agencies and arranges for the publication of project results in scientific journals.

Leads efforts in defining methods and developing proposals for new research.

Prepares and presents seminars to relate research project results.

Prepares budgets, including the planning and allocation of personnel, equipment, and/or facilities.

Performs other related duties as necessary.

**CORE COMPETENCIES:** Preference will be given to candidates with demonstrated experience in conducting culturally relevant research, and individuals with a current or past history of supported research. The preferred candidate will have knowledge of the program supervised research

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**MINIMUM REQUIREMENTS:** Bachelor's Degree required in related field and 10-12 years of related work experience. 15 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management