

## RESEARCH DIRECTOR

Florida A&M University  
School of Architecture Engineering Technology

### Job Description

#### OVERVIEW

The primary purpose of this position is to oversee the research agenda of the SAET and support its' outreach and teaching agenda. The Director is responsible for investigating, determining, and implementing the direction of the SAET's research in alignment with Florida A&M University's strategic mission and research goals. The Director supports the teaching mission of the SAET by transferring knowledge, scholarship, and teaching to the student body.

#### DUTIES

1. **Advance Cutting-Edge Research.** Contribute to the delivery of the SAET's mission to promote excellence in teaching through cutting edge research:
  - a. Screening Federal, State and Local publications for grants and recommend those to pursue to the Associate and Dean for consideration.
  - b. Contribute to the development of the strategic mission of the SAET that aligns with FAMU.
  - c. Ensure compliance with relevant professional, statutory and regulatory agencies.
  - d. Provide strategies that contribute to the development needs of the professions of Architecture, Construction Engineering Technology, Electronic Engineering Technology, and Facility Management.
  - e. Provide opportunities for faculty engagement and development.
  
2. **Be accountable for the delivery of the student experience:**
  - a. Provide academic leadership and direction, collaborative embracing the disciplines of Architecture, Construction Engineering Technology, Electronic Engineering Technology, and Facilities Management.
  - b. Build collaborative teams of faculty, administration, staff, and students.
  - c. Promote the engagement of students in evaluating of the teaching and learning aspect of research.
  - d. Supervise students assigned to research projects (maintaining records on assignment completion, acting as liaison/mediator between the students and faculty researcher.
  
3. **Be responsible for the effective and efficient use of allocated resources to maximize the SAET's contribution to FAMU:**
  - a. Encourage, support and facilitate the "Self- sustaining" Research Institute in the SAET by identifying and pursuing external funding and income-generating activities for the SAET.
  - b. Support Directors in developing income generating certificate programs.
  - c. Identify funding sources that align with the strengths of the SAET.
  - d. Forge new relationships based on emerging trends in technology, teaching methodology, economics.
  
4. **SAET ambassador raising its profile internally and externally:**
  - a. Summarize project results and develop relevant publicity.
  - b. Organize and prepare annual outreach events (such as FAMU DAY at the Capitol and FAMU STEM Day) showcasing SAET's research.
  - c. Actively serve on university research committees and/or boards.

- d. Request special needs of faculty and staff and present to Senior Administrative Assistant to order.

**5. Project/Grant Management:**

- a. Submit Requests for Proposals to the Associate Dean and Dean for review.
- b. Identify equipment or supplies necessary for projects.
- c. Identify staff necessary for projects.
- d. Prepare initial budget.
- e. Act as team leader in executing the requirements of the grant/research; SAET Administrative Assistant – Undergraduate Support is a team member:
  - i. Maintain accurate records and provide interim reports
    - 1. Provide ready access to all experimental data for the faculty researcher and/or supervisor.
    - 2. Manage and respond to project related email.
    - 3. Attend project meetings, area seminars and other meetings as necessary.
    - 4. Prepare materials for SAET Committee review.
  - ii. Secure IRB validation, if necessary:
    - 1. Prepare interview questions, recruit and/or interview subjects, and summarize interviews.
    - 2. Maintain accurate records of interviews, safeguarding the confidentiality of subjects as necessary.
    - 3. Collect and analyze data.
  - iii. Secure personnel:
    - 1. Identify PI.
    - 2. Identify students and faculty & SAET Administrative Assistant – undergraduate support.
    - 3. Orient research participants on proper protocols.
  - iv. Conduct literature reviews.
  - v. Summarize project results.
  - vi. Prepare materials for submission to granting agencies and foundations.
- f. Provide accurate records of purchases, PO's, requisitions associated with grant to the SAET Senior Administrative Assistant.

**6. Provide SAET and University Service:**

- a. SAET Directors
- b. University research committees