

Research Associate/Full Professor & Research Support
Center Director (Non-Tenure Track)
Old Dominion University

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Posted Nov. 13, 2024, set to expire Nov. 1, 2025

Job Title	Research Associate/Full Professor & Research Support Center Director (Non-Tenure Track)
Department	DARDEN COLLEGE OF EDUCATION
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Nov. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Professor Professor
Academic Field(s)	Education - General
Job Website	https://jobs.odu.edu/postings/22112
Apply By Email	

Job Description

The Darden College of Education and Professional Studies at Old Dominion University is seeking a highly motivated and detail-oriented individual to join our team as a Research Support Center Director. This vital role plays a pivotal part in facilitating and enhancing research activities within the college, providing critical support to faculty, staff, and students engaged in educational and professional studies research. This appointment will be at the Research Associate Professor or Research Professor rank. Some responsibilities are listed below.

Research Coordination:

- Collaborate with faculty, researchers, and students to facilitate research projects.
- Lead grant proposals and coordinate collaborations with faculty.

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- Provide help with manuscript writing, discuss reviewers feedback and offer solutions
- Develop and implement research plans and strategies.
- Create an environment promoting research collaboration, innovation, entrepreneurship, and sustainability.
- Coordinate with Office of Research and Old Dominion Research Foundation.
- Review and provide support to grant applications, budgets, and compliance documents.
- Monitor grant deadlines and reporting requirements.

Resource and Data Management:

- Manage resources including databases, software, and hardware.
- Procure and maintain research equipment and supplies.
- Ensure data security and compliance with standards.
- Provide training and support on data management best practices.

Administrative Support:

- Schedule research meetings, seminars, and conferences.
- Communicate with internal and external stakeholders.

Team Collaboration:

- Foster interdisciplinary research collaborations with departmental and college staff.
- Coordinate with IT department to meet research software and technology needs.
- Assist in recruiting and training student assistants and volunteers.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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