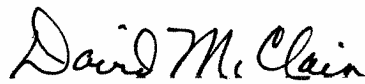


ASSOCIATE DIRECTOR OF RESEARCH INSTITUTE

The Associate Director of Research Institute assists the Director of Research Institute in planning, developing, organizing and coordinating the scientific administration activities of the Research Institute. A position in this class is responsible for managing and overseeing the research and instructional enterprise; developing research grant proposals to secure block funding; directing, administering and coordinating research programs; participating in the strategic planning process for the institute; identifying new research directives and advising the Director regarding research program needs and opportunities; planning and developing coordinated research and education programs and encouraging interdisciplinary approaches to research problems; developing and maintaining cooperative and collaborative relationships with research and education programs of the University, on-going research programs in the community, and national organizations to promote, develop and expand new research activities; developing and maintaining appropriate relationships with other institutes in the nation as well as with international research programs; ensuring proper allocation of resources to meet the infrastructure needs of the research enterprise; serving as the Director's representative at meetings; and planning and coordinating the institute's administrative functions including fiscal and budget operations, human resources, and public relations.

The Associate Director exercises significant authority and wide latitude for individual initiative and independent judgment in directing the scientific administration and operational activities of the institute. Work requires considerable knowledge of the research program areas assigned. Work entails considerable contact with University executives and administrators, research unit staffs, professional societies and organizations, faculty committees, and state and federal agencies. Work is subject to review by the Director for the accomplishment of program objectives.

The establishment of the class, Associate Director of Research Institute, is approved.



President, University of Hawai'i

05/11/06

Date