

NC STATE

Job Prospectus for Assistant Vice Chancellor for Research Infrastructure

FY2024

Office of Research and Innovation
Research Development and Operations

research.ncsu.edu

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OFFICE OF RESEARCH AND INNOVATION

NC State University, a leading public research (R1) land-grant university, is the largest university in the Carolinas — home to nearly 40,000 students and over 9,000 faculty and staff. NC State’s 12 colleges span a variety of academic and research disciplines, including engineering, agriculture, life sciences, business, textiles, humanities, veterinary medicine, and more. NC State operates two campuses in the state’s capitol city of Raleigh: a 2,200-acre, 450-building main campus and a world-renowned research park, Centennial Campus — which, including its Centennial Biomedical Campus, covers an additional 1,300 acres. Centennial Campus houses many corporate, industrial, and government partners who work alongside university research and academic units. And with agricultural farms, research stations, nurseries and greenhouses, a research forest, and research and extension facilities throughout the state, our university proudly boasts a presence in all 100 of North Carolina’s counties.

As a preeminent public research university, NC State is recognized nationally and internationally for its innovation in education, research, scholarship, and engagement that solves the world’s most critical challenges. NC State’s research enterprise leads in big data, biomedical engineering, materials science, food safety, translational medicine, and more – ranking 6th in research expenditures among public institutions without a medical school. Recognized by Forbes as one of the top large employers in North Carolina, NC State strives to be an “Employer of Choice” within a competitive region. Our university’s dynamic and inclusive workplace culture depends on engaged, service-oriented employees and a vibrant, collaborative workplace experience.

The Office of Research and Innovation (ORI) is the lead administrator of the university’s research enterprise. We work to lead and spark research innovation in many ways, such as operating key core facilities, providing seed grants, and defining the university’s research mission through strategic research areas. ORI also works closely with other NC State units on a regular basis, including but not limited to the Office of Corporate and Foundation Relations, the Office of General Counsel, the Office of Federal Relations, and the Office of Partnerships and Economic Development.

ORI units include:

- > Research Development and Operations
- > Integrated Support Services Center
- > National Security and Special Research Initiatives
- > Research Administration and Compliance
- > Research Commercialization

The Office of Research Development and Operations (ORDO) catalyzes collaborative research and lays the foundation for sustainable research growth. The office drives the development, planning, and implementation of ORI’s strategic plan. ORDO pursues large-scale projects; manages limited submission funding opportunities and the ORI’s seed-funding programs; develops NC State’s research infrastructure; plans and oversees university core facilities; provides administrative oversight for centers and institutes; oversees the Vice Chancellor Research and Innovation’s advisory committees; promotes NC State’s activity and reputation in research and innovation; and facilitates collaboration with partners.

All units within the office work collaboratively across the Office of Research and Innovation to lead research operations, strategic initiatives, reporting, research programs and events, research training and education, interdisciplinary research initiatives, communications, marketing, web services, and human resources.

THE OPPORTUNITY

ORI's Office of Research Development and Operations unit invites applications for the position of Assistant Vice Chancellor for Research Infrastructure.

THE POSITION

The Assistant Vice Chancellor (AVC) for Research Infrastructure oversees university centers, institutes, industrial consortia, shared core research facilities, and research funding opportunities. The AVC manages affiliated employees and collaborates with various university committees and partners to support research operations and strategic initiatives.

Key Responsibilities

- > **Management of Research Facilities:** Oversee NC State's Shared Core Research Facilities, ensuring responsiveness, sustainability, and up-to-date instrumentation.
- > **Funding Opportunities:** Manage limited submission funding opportunities and seed-funding programs, collaborating with advisory committees and the Proposal Development Unit.
- > **Administrative Oversight:** Provide oversight for official NC State Centers and Institutes, ensuring compliance with regulations and coordinating reviews and reports.
- > **Collaboration and Communication:** Facilitate collaboration across university departments, promote NC State's research activities, and represent the university in various research-related committees and functions.
- > **Policy Development:** Develop and amend policies for C/I operations, ensuring compliance with university regulations and procedures.

Other Duties and Responsibilities

- > Oversight for planning, establishing and evaluating NC State Centers/Institutes/Industrial Consortia in keeping with relevant University and System regulations.
- > Manage NC State Centers/Institutes/Industrial Consortia relevant reporting, training, bylaw, membership coordination and process review.
- > Responsible for overseeing the activities of the Senior Coordinator of Centers and Institutes, as well as the maintenance of a database of C/I governing documents and academic and financial information.
- > Oversight for the development and amendment of policies regarding C/I operations to ensure that they comply with evolving regulations and changes in University operating procedures.
- > Oversight of dissemination of information about NC State C/Is.
- > Responsible for activities within and productivity of University Shared Core Research Facilities.

- > Develop strategies that maximize the efficiency of University shared Core Research facilities, and coordinate the acquisition and utilization of shared equipment in Shared Core Facilities with other programs across the university.
- > Work closely with the Senior Associate Vice Chancellor (SAVC) and Assistant Vice Chancellor for Finance and Administration to identify strategies to support the sustainability and growth of University Shared Core Research Facilities.
- > Other tasks as assigned by SAVC (e.g., preparation of support letters for large proposals when requested by a principal investigator (PI), participation in cost-share discussions).

The AVC is responsible for managing limited-submission funding opportunities and the Office of Research and Innovation's seed-funding programs. The unit collaborates with the Vice Chancellor for Research and Innovation's four advisory committees, along with other university partners, to review and select program awardees. The AVC will oversee the collection and distribution of funding opportunities for the NC State research community through newsletters and similar communication channels. This position collaborates closely with the Senior Associate Vice Chancellor for Research Development and Operations and the Proposal Development Unit.

The AVC provides administrative oversight to all official NC State Centers and Institutes governed by UNC System Policy 400.5® and NC State REG 10.10.04. In collaboration with the SAVC for Research Development and Operations, they are responsible for engaging with the leadership of emerging C/I's, and the review, management, and coordination of requests for permission to plan and establish UNC system C/Is. Oversight includes the review and approval of plans and documents prepared for periodic (five-year) reviews of official C/Is and the solicitation and review of annual reports. The AVC is also responsible for coordinating the university's response to requests for information on NC State C/Is from UNC-GA, the UNC Board of Governors, and other interested State agencies. Finally, the AVC provides oversight of NC State Consortia as specified by NC State REG 10.05.06, which involves similar processes to C/I management.

The AVC is responsible for the management of some and for administrative oversight of all six Shared Core Research Facilities, which includes the Genomics Sciences Laboratory (managed by ORDO), Cellular and Molecular Imaging Laboratory (managed by ORDO), the Analytical Instrumentation Facility (AIF), the NC State Nanofabrication Facility (NNF), the Molecular Education, Technology and Research Innovation Center (managed by ORDO), and the High Performance Computing (HPC) services. The AVC is charged with ensuring that these facilities are responsive to the NC State research community, sustainable, and equipped with up-to-date instrumentation. For some of these Shared Cores, operations have spread to multiple satellite locations. The AVC works closely with the Assistant Vice Chancellor for Finance and Administration and the Senior AVC for Research Development and Operations on financial oversight for NC State's Shared Core Research Facilities.

The AVC is a standing member of various University committees, including the University Research Committee and the Research Operations Council, as well as ad hoc committees focused on a wide variety of research-related issues. The AVC is called upon periodically to substitute for or accompany the SAVC at various University functions and meetings, and function as a liaison between institutions or as a member of task forces focused on specific matters of importance to the research enterprise.

QUALIFICATIONS

Requires an earned doctorate or terminal degree with three (3) years or more of related professional

experience. All degrees must be from appropriately accredited institutions.

The successful and ideal candidate will possess the following qualities and experience:

- > Ability to work in a team-based environment to achieve common goals.
- > Ability to quickly develop knowledge and appreciation for the breadth of NC State research, academics, creative, and public service strengths.
- > Knowledge of and experience with major funding entities.
- > Experience working with noted and strategically important external constituencies.
- > Proven skills in administering programs, managing professional staff, planning, problem-solving, and interpersonal relations.
- > Strong communication and advocacy skills with both internal and external stakeholders.
- > Ability to effectively engage a broad range of internal and external constituencies.
- > Knowledge about federal, state, and foundation funding opportunities and trends.
- > Demonstrated knowledge of research environments and infrastructure.
- > Demonstrated knowledge of current federal and state research compliance regulations, policies, and practices.
- > **Preferred:** Prior experience in a research-intensive public university, working collaboratively in an interdisciplinary environment.

HOW TO APPLY

Confidential review of applications will begin in July 2024 and continue until the position is filled. Candidates should provide a résumé/C.V., cover letter, and the names and contact information of three (3) professional references. References will not be contacted without prior knowledge and approval of candidates.

Materials should be submitted online at <https://jobs.ncsu.edu/postings/204822>.

ABOUT NC STATE

At NC State, we create prosperity for North Carolina and the nation. We began as a land-grant institution grounded in agriculture and engineering. Today, we're a preeminent research enterprise that excels across disciplines. NC State is a powerhouse in science, technology, engineering, and math. We lead in agriculture, education, textiles, business, and natural resources management. We're at the forefront of teaching and research in design, the humanities, and the social sciences. And we are home to one of the world's best colleges of veterinary medicine. Our more than 38,000 undergraduate and graduate students learn by doing. They pursue original research and start new companies. They forge connections with top employers and serve communities locally and globally. Through it all, they enjoy an outstanding return on investment. Whether it's Princeton Review ranking NC State among the nation's best values for universities, Money magazine naming it the No. 1 best college for your money in North Carolina, or U.S. News & World Report ranking NC State among the top 10 best values in public higher education, the university has many reasons to be proud.

Each year, NC State adds \$6.5 billion to the statewide economy, equivalent to creating more than 90,000 new jobs. That represents a significant return on investment for the citizens of North Carolina in the form of research advances, innovative technologies, successful companies, skilled graduates, and new jobs waiting for them.

Our 9,000 faculty and staff are world leaders in their fields, bridging the divides between academic disciplines and training high-caliber students to meet tomorrow's challenges. Together, they forge powerful partnerships with government, industry, nonprofits, and academia to remake our world for the better. We expect everyone to give all of their talents, skills, time, and effort to make NC State an environment of inclusive excellence for all.

ABOUT RALEIGH AND NORTH CAROLINA

North Carolina's rapid growth makes the state a diversity leader and top spot for young professionals and families. Raleigh reflects statewide growth as a city on the rise:

- > No. 4 among the best places to live in the U.S. (Money, 2022)
- > One of America's top 15 best-run cities (WalletHub, 2023)
- > No. 5 among the best-performing economies in the U.S. (Milken Institute, 2021)

With Durham and Chapel Hill, the capital city anchors the Research Triangle, a national hotspot for high-tech enterprise.

The region's top companies — including IBM, Cisco Systems, SAS Institute, Biogen Idec, and GlaxoSmithKline — rank among the country's best employers. NC State also maintains strong agricultural partnerships with Bayer, BASF, and Syngenta, companies that lead the way in hiring new NC State graduates. Celebrating its 137th year in 2024, NC State continues to make its founding purpose a reality. Every day our career-ready graduates and world-leading faculty make the fruits of learning, discovery, and engagement available to people across the state, throughout the nation, and around the world.

Regional Links:

- > NCDOT Maps and Publications: <https://www.ncdot.gov/travel-maps/>
- > Raleigh Visitors and Convention Bureau: <https://www.visitraleigh.com/>
- > NC State Arboretum: <https://jcra.ncsu.edu/>
- > NC Museum of Art: <https://ncartmuseum.org/>
- > NC Museum of History: <https://www.ncmuseumofhistory.org/>
- > NC Museum of Natural Sciences: <https://naturalsciences.org/>
- > NC Symphony: <https://www.ncsymphony.org/>
- > NC Zoo (Asheboro NC, 90 minutes west): <https://www.nczoo.org/>
- > Martin Marietta Center for the Performing Arts: <https://www.martinmariettacenter.com/>
- > PNC Arena (Entertainment, NC State Basketball, Carolina Hurricanes Hockey-NHL):
<https://www.pncarena.com/>
- > Things to Do in Raleigh: <https://www.visitraleigh.com/things-to-do/>
- > Raleigh Restaurants: <https://www.visitraleigh.com/foodie/restaurants/>

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.