

## Job Description

The University of Virginia (UVA), School of Medicine (SOM) invites internal applications for the Assistant Dean for Research. This will be a 30% administrative appointment. As a faculty member in the School of Medicine Dean's office, the incumbent will help initiate, catalyze, and multiply research strategy within the Office of Research in support of the School of Medicine's strategic plan for research. The incumbent also provides administrative support as the Scientific Director for the Research Advisory Committee (RAC), works with the Office of the Vice President for Research, and may act on behalf of the Senior Associate Dean for Research as requested.

Specific responsibilities include:

### Research Development:

- Continue research development efforts in strategic domains of interest to the SOM, as mutually agreed upon with the Senior Associate Dean for Research. This includes meeting with state, community, and University of Virginia and School of Medicine stakeholders to shape state and local programs in this area, assisting SOM faculty with white papers and communication with federal agencies, development of research proposals,
- Coordinate with the Associate VP for Research on institutional-level grant competitions,
- Partner with the Office of the Vice President for Research to develop a collaborative infrastructure to enhance research development in the SOM and across the Grounds,
- Assist with preparing letters of support for grant proposals, including Center, Program Project, and training proposals.
- Provide strategic direction for internal pilot funding.

### Research Management:

- Administer the Office of Innovations (including reconciliation of the office budget and management of personnel).
- Staff committees and working groups in support of the research enterprise, including the SOM research retreat.
- Oversee the Medical Student Summer Research Program and the fall medical student research symposium.
- Serve as Scientific Director for the RAC, and in this role assist the RAC chair in administering all committee functions.

### Requirements:

Qualified candidates must have a MD or PhD. Experience as a funded principal investigator is preferred. A minimum of five years of demonstrated experience in research or research administration is required. Qualified candidates must be eligible to hold the rank of assistant, associate, or full professor. Outstanding communication and interpersonal skills are essential. Must have exceptional organizational skills with the ability to navigate multiple projects and priorities. Must be able to work collaboratively with individuals at all levels of the organization. Demonstrated experience in research design, qualitative and quantitative analysis and program evaluation, as well as experience training, is preferred.

Priority application review will begin July 29, but the position will remain open until filled.

TO APPLY: Please email the following documents:

- Cover letter
- Curriculum Vitae
- One page statement of interest, research accomplishments and description of any administrative experience

- Summary statement of your experience and commitment to diversity, equity, and inclusivity.
- The names and contact information of three references.

Applications that do not contain all required documents will not receive full consideration.

Please send all required documents to [OFR@uvahealth.org](mailto:OFR@uvahealth.org)