AMERICAN UNIVERSITY OF SHARJAH
Position Description

Chief Research Officer

Position Summary

The Chief Research Officer (CRO) provides the vision, leadership, and operational direction for all research activities of the American University of Sharjah (AUS), as they pertain to research proposal development, funding, infrastructure, and operations. The CRO is responsible for leading, coordinating, and directing research-related activities at AUS and in the adjacent AUS Research, Technology, and Innovation (RTI) Park in accordance with the mission of AUS, and to provide excellence in the development, delivery, management and oversight of research activities. The CRO reports directly to the Chancellor and is a member of his senior leadership team.

Scope

The CRO directs the operations of the Office of Research and oversees graduate and doctoral research, faculty research and contracts, external compensated activity, grant development and processing, and the Research, Technology and Innovation Park. The CRO maintains collaborative relationships with AUS chief officers; AUS deans, faculty, staff and students; emirate and national government departments, agencies and officials; and regional organizations.

Representative Duties and Responsibilities

- Oversees the cultivation, development and management of all research activities;
- Oversees and coordinates the activities of the functions and staff of the Office of Research and the Research, Technology and Innovation (RTI) Park, including the Managing Director, as related to the development of research activities of the RTI Park;
- Identifies potential financial and operational problems related to research development, undertakes a detailed analysis of alternative courses of action and their implications, addresses difficulties and problems in their execution, and devises appropriate action plans and approaches;
- Proactively pursues and cultivates regional, national, and international research development and grant opportunities that are consistent with the AUS mission, strategic plan, and research goals;
- Proactively pursues and cultivates the development and expansion of research-oriented activities with external clients and partners for the RTI Park;
- Develops and implements a strategic vision and a related strategic plan for the development and funding of research, and for the upgrading and acquisition of research-related infrastructure and equipment in accordance with the university strategic plan;
- Hires and evaluates the performance of personnel reporting directly to the CRO;
Coordinates research-related activities with AUS personnel;
Establishes and maintains effective staff recruitment, professional development, and personnel evaluation;
Develops and oversees the operating budgets of the Office of Research and the RTI Park;
Ensures that the intellectual property of AUS is appropriately cultivated and protected through relevant development of patents and copyrights;
Proactively pursues opportunities for increasing external compensated activity and works with the Provost to ensure that faculty contributions comply with University policies;
Oversees the operations, personnel and related budgets of all research centers and institutes; works collaboratively with the Provost to ensure that the integrity of the academic mission of these centers is maintained;
Works collaboratively with the Provost to ensure that all faculty/student research are closely coordinated with the academic and outreach components of undergraduate, graduate and doctoral programs; and that the development of the research activities of the RTI Park are integrated, where appropriate, with the research capabilities and interests of the AUS faculty;
Works collaboratively with the Chief Operating Officer (COO) to ensure that the research activities of AUS are closely coordinated with the budgetary, fiduciary, human resources, and operational elements of AUS research activities; also works collaboratively with the COO to ensure that the financial, infrastructure and operational components of the RTI Park are developed and managed optimally for AUS and the RTI park;
Works collaboratively with the Chief Advancement Officer (CAO) to ensure that all research and institutional advancement and development activities are closely coordinated;
Works with external constituencies on research and RTI Park issues and represents the university as needed;
Meets with the Board of Trustees (BOT) when called upon by the Chancellor to advise and move forward research and RTI Park activities and issues and participates in the work of the RTI Park ad hoc committee;
Performs related duties as may be assigned by the Chancellor.

Desirable Knowledge and Abilities

Knowledge of: principles and practices of higher education research grant cultivation, development, external funding, management; research park facilities development; government and public relations; cultural diversity; policies, guidelines and statutes governing educational development and services; laws of the land; audit standards and practices.

Ability to: provide leadership and management for establishing a research vision for AUS and for the related research grant development and research park activities within a higher education setting; make decisions based on Board of Trustees policies; work productively with others in a multicultural collegial setting to build, motivate, and maintain strong and mutually supportive academic and administrative teams; anticipate and meet the needs of internal and external constituencies, and provide products and services that meet users’ short-, medium- and long-term requirements; direct and implement change; resolve problems and conflicts; manage diverse and complex budgets, financial issues and administrative responsibilities.

Required Qualifications
A Ph.D. degree in a discipline related to higher education research and appropriate for AUS
15 years of experience in the higher education sector, with a minimum of 10 years of experience in leading a major research function
Administrative experience with progressively greater responsibilities
Experience in combining strategic vision with technical skills, analytical ability, good judgment, and a strong operational focus
A proven record of hiring and retaining talented and diverse administrative leadership, delegating appropriate work to them, and holding them accountable
Leadership skills with the necessary integration of human relations, communications, planning, and organizational skills
Experience in planning, budgeting, and directing research operations
Strategic expertise in a science and technology area
Leadership accomplishments in research and research funding
Networking and relationship management
Excellent verbal and written communications skills in English

Preferred Qualifications

Experience directing the development and expansion of a research/technology park
Extensive experience and publications as a researcher