**Assistant Director for Research
Department of Civil & Environmental Engineering
University of Illinois at Urbana-Champaign
Position is located in Rantoul, IL**

The Illinois Center for Transportation (ICT) within the Department of Civil & Environmental Engineering at The Grainger College of Engineering seeks applicants for the position of Assistant Director for Research. Reporting to the Director of ICT, this individual will be responsible for identifying, developing, integrating and managing ICT research initiatives; coordinating new interdisciplinary proposals; and facilitating current research programs. This individual will also have direct involvement in the Illinois Autonomous and Connected Track.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit [*go.illinois.edu/EEO*](http://go.illinois.edu/EEO).

**Major Duties and Responsibilities:**

* Develops and implements strategic plans for research under the guidance of the Director.
* Facilitates the establishment of relationships with corporations, foundations, and government agencies.
* Understands and identifies external funding and collaborative opportunities for research and matches these to researchers associated with ICT.
* Steers the creation and coordination of large proposals.
* Facilitates the assembly and support of research teams in response to large externally-funded proposal opportunities.
* Provides leadership, works with faculty, and supports personnel to develop, coordinate, and maintain interdisciplinary research initiatives and team building.
* Serves as a member of the ICT's leadership team representing the Director and other research leaders in matters affecting ICT's research programs.
* Coordinates interactions with campus administration involved in proposal submissions.
* Liaises with Sponsored Programs Administration (SPA), the Office of Technology Management (OTM), the Civil and Environmental Engineering and Grainger College of Engineering departments, and other key offices as needed to support ICT in establishing funding and collaborations for research.
* Tracks and advises on annual expenditures including developing and executing an annual budget and reviewing and approving long-term financial forecasts. (5%)
* Plans, organizes, hosts, and facilitates visits by external partners and potential partners.
* Travels occasionally within the U.S.
* Assists in planning, organizing, and hosting workshops.
* Represents ICT on campus-wide committees relating to research policy development, research administration, and research planning.
* Performs additional duties as assigned.

**Minimum Qualifications:**

* Master's degree in engineering, science, business administration, or related field.
* Four years of experience in a research administration environment.
* Ability to converse effectively regarding technical/scientific topics.
* Excellent detail-oriented and organizational skills to operate effectively in a fast-paced, multi- faceted work environment.
* Strong interpersonal and excellent written and verbal communication skills.
* Ability to work independently.

**Preferred Qualifications:**

* Doctoral degree in engineering, science, or related field.
* Five or more years of experience in a research administration environment.
* Experience in project management, developing research proposals, and interacting with federal agencies and corporations.
* Ability to understand engineering and/or scientific research programs.

This is a full-time, benefits-eligible academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible. Salary is commensurate with experience and qualifications. To apply, please complete a candidate profile at [**jobs.illinois.edu**](http://jobs.illinois.edu) and upload the following as a single file: a cover letter, resume, and the names and contact information for three professional references. To ensure full consideration, all requested information must be submitted by **January 20, 2020**. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date.

For further information regarding application procedures, contact Summer Redman at sredman@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.