

RESEARCH PROGRAM OFFICER

This is administrative work assisting the Vice Chancellor for Research in the development and administration of research programs and their associated activities to support the campus research enterprise. Work involves responsibility for providing assistance and advisory services to research program administrators; facilitating research development and initiatives across disciplines in support of research enterprise goals and objectives; monitoring the operations of a variety of specialized research programs and activities; coordinating the administration of research support activities, e.g. preparation of guidelines, policies and procedures, etc.; assisting in the development, amendment and implementation of Regents policies, Executive policies, and campus-wide administrative procedures; providing technical information and interpretation of policies, procedures, requirements, etc.; collecting data and conducting research studies, analyses, and evaluation; preparing reports, position papers, draft manuscripts, inquiry responses, etc. relating to research affairs and program operations and administration; and serving as representative for the Office of the Vice Chancellor for Research in a variety of research administrative activities as may be assigned by the Vice Chancellor. Work entails considerable contact with senior systemwide administrators and campus administrators, legislative committees and their staff, faculty, students and state agencies. Work requires knowledge of University research programs and administrative and policy formulation processes common to institutions of higher education. Work is reviewed by the Vice Chancellor for adherence to general policy guidelines and results achieved.

The class Research Program Officer is established effective July 20, 2015.



President, University of Hawai'i

7/20/15

Date