Job Title: Associate Director, Business Operations – SIMES

Job Classification: Academic Operations Manager 3

The Office of the Vice Provost and Dean of Research (DoR) is directed by the Vice Provost and Dean of Research and oversees Stanford University’s research, research policies and inter-disciplinary programs. The DoR office provides oversight for 30 independent labs, institutes and centers, including physical and biological sciences, engineering, social sciences and humanities disciplines, three shared equipment facilities and the offices of Technology Licensing, Environmental Health and Safety, Research Compliance, International Affairs, and Science Outreach and has a consolidated budget of $235M.

The Stanford Institute for Materials and Energy Sciences (SIMES) is both an independent laboratory at Stanford University as well as the Materials Science Division at SLAC. It currently consists of 31 Stanford and SLAC Principal Investigators (PIs) from four Stanford schools and supports 101 graduate students, 52 postdoctoral students, 10 visiting scientists, and 6 technical staff helping the broader Stanford community take advantage of the unique x-ray capabilities at SLAC.

POSITION OVERVIEW:

We are seeking an Associate Director who will oversee SIMES' day-to-day activities and work with PIs on stewardship of the core resources. The Associate Director will be responsible for the day-to-day administrative and financial management of the Institute, partnering with and/or advise faculty leadership on departmental affairs as well as for its reporting and compliance functions. The successful candidate will also manage and coordinate grants and contracts for the department, which includes managing proposal development and submittal process and overseeing post-award processing and awards management etc.

The Associate Director will be responsible for the accuracy and integrity of SIMES business processes and practices and their consistency with SLAC and campus policies and guidelines. He/she will collaborate and coordinate with the administrator of the Energy Sciences Directorate at SLAC and the Dean of Research Office. This position reports to the Director and supervises the administrative staff.

JOB PURPOSE:

Provide strategic direction for the administrative and operations-related functions for a large department, multiple departments or programs within a school. Achieve research and teaching mission and goals through the management of staff and/or managerial staff. Partner with and/or influence faculty leadership on departmental affairs.

CORE DUTIES*:

* Direct staff and provide leadership to achieve goals and vision of the organization. Responsible for hiring and retaining staff, career coaching, personal development for direct reports and accountable for the performance of employees.

* May independently or in collaboration with human resources managers, direct faculty supervisors and managers in the interpretation and implementation of human resources policies, procedures and programs.
* Independently initiate and create strategic plans for organization or program(s) managed. Make recommendations that may impact the unit's academic and research capabilities. Identify and resolve strategic issues of substantial significance that affect the overall functioning beyond the immediate unit, consult and advise senior leadership. Oversee allocation of all resources.

* Manage the direction of internal academic and administrative policy development for programs and administrative operations.

* Oversee and/or manage the finances across all sources for the annual budget cycle, including developing, monitoring, analyzing forecasting and reporting to ensure the financial success of the organization.

* Manage and coordinate grants and contracts for the department. Ensure compliance with institutional and external requirements.

* Advise senior management on programmatic and policy development. May provide input to university leadership on institutional academic and administrative policies and guidelines.

* - Other duties may also be assigned

MINIMUM REQUIREMENTS:

Education & Experience:

Bachelor's degree and seven years of relevant experience in administrative and financial management, or combination of education and relevant experience.

Knowledge, Skills and Abilities:

* Demonstrated leadership and supervisory, planning and change management skills.

* Excellent planning and organizational skills.

* Excellent communication skills. Able to influence people, solve problems, troubleshoot, think creatively and resolve conflicts.

* Advanced financial expertise in accounting budget planning, and financial forecasting.

* Advanced expertise in grants and contract administration.

* Advanced analytical and problem solving skills.

* Strong knowledge of industry standards and/or regulatory requirements.

* Strong negotiation and effective interpersonal skills.
* Attention to detail and accuracy.

* Advanced expertise in business and management computer applications and databases.

* Subject matter expertise for area(s) of responsibility.

* Ability to multi-task and manage deadlines.

Preferred qualifications:

* Significant experience working with the federal regulations governing research and understanding the funding mechanisms for research.

* Background in science (degree or experience in scientific support).

* Experience in complex financial management involving multiple funding sources and navigating multiple layers of requirements.

* Demonstrated computer proficiency: Windows, MS Office (Word, Excel, PowerPoint), calendar programs, e-mail programs, FrontPage, PeopleSoft and Oracle desirable.

* Experience in managing projects from conceptual input, through writing, coordinating the work of others, and delivering a final product.

* Experience in setting priorities and implementing them in a fluid and fast-paced environment without regular direct intervention from management.

* Management experience in facilitating scientific research, preferably within a University environment.

* Familiarity in the following areas is preferred: facilities/space and property management, including knowledge of relevant policies and procedures; health and safety practices and procedures.

* Familiarity with all relevant Stanford administrative systems (such as PeopleSoft, Oracle Financials and Hyperion Planning in the Stanford environment).

Certifications and Licenses:
None

PHYSICAL REQUIREMENTS*:

* Constantly perform desk-based computer tasks.

* Frequently sitting.
Occasionally stand/walk, reach/work above shoulders, use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 10 pounds;

Rarely twist/bend/stoop/squat, sort/file paperwork or parts, lift/carry/push/pull objects that weigh 11-20 pounds.

Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORKING CONDITIONS:

Occasionally work evenings and weekends.

WORK STANDARDS:

Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.

Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.

Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide, http://adminguide.stanford.edu <http://adminguide.stanford.edu/> .

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.