



**UNIVERSITY of the SOUTHERN CARIBBEAN**  
**Royal Road, Maracas, St. Joseph**

**CAREER OPPORTUNITY**

Applications are invited from suitably qualified individuals *for* the following position:

**OFFICE OF THE PRESIDENT**

**DIRECTOR OF RESEARCH, CONTRACTS & GRANTS**

**JOB SUMMARY**

The Director is a strategic leader with responsibility for enhancing and advancing the research agenda of the University. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. The position holder fulfils a forty-hour workweek and may be required to work beyond the standard workweek hours and also work outside the normal work week occasionally. The Director reports to the President.

**DUTIES AND RESPONSIBILITIES**

- Promotes faculty research.
- Generates research topics and coordinates externally funded research and scholarly activities throughout the institution.
- Provides administrative reviews, approves research proposals and assists faculty in developing budgets for the proposals.
- Conducts seminars and workshops for administrators and faculty on funding sources to support research and other scholarly activities, and disseminates information about indirect costs, fringe benefits, and policies on research to administrators, faculty, and staff.
- Monitors administrative matters such as reports and deadline dates relative to research by faculty.
- Maintains academic and research profiles of faculty to match interests with funding agencies, and responds to administrative and faculty inquiries for research support.
- Interfaces with funding agencies to procure funds for research development.
- Interacts with the Faculty Research Committee by reviewing proposals and suggesting sources for funding both nationally and internationally.
- Aids in developing research across the curriculum within the different schools.

- Develops and submits for reviews policies related to items listed above.
- Coordinates with the Director of Institutional Research to advance the development of the institution by providing research data relevant to administration and departments.
- Any other responsibilities assigned by the President or his designate.

## **QUALIFICATION AND EXPERIENCE**

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A Doctoral Degree in a related field from an accredited institution.
- Extensive research experience.
- A record of peer review publications.
- Demonstrable knowledge of the various research methodologies.
- Experience in the area of grant funding.

## **OTHER REQUIREMENTS**

- Ability to work independently with little supervision
- Must be a team player
- Results oriented
- Commitment to professional development
- Confidentiality, integrity, dependability, and conscientiousness
- Professional appearance and demeanour
- Committed to high moral, spiritual and ethical values of the institution

*Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:*

**THE DEPARTMENT OF HUMAN RESOURCES  
UNIVERSITY of the SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT OF SPAIN  
TRINIDAD**

Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)

**The position is open until filled. For full consideration, please apply by September 16, 2022.**

**The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.**