



INSTITUTE FOR GOVERNMENTAL SERVICE AND RESEARCH

TITLE: Associate Director (Position #111857)
CATEGORY: Full-time, Exempt 12-month appointment
SALARY: Commensurate with Qualifications and Experience

RESPONSIBILITIES: Responsible for sustaining and expanding IGSR research, technical assistance, and outreach initiatives and managing Applied Research and Outreach (ARO) staff and operations within a self-support environment. Plans, directs, oversees, coordinates, and evaluates the general administration and work of the ARO function to ensure that IGSR's mission is advanced. Serves as fiscal officer and assumes delegated authority for management of general operations in absence of Director. Can also perform role of principal investigator or project manager on proposals initiated by IGSR or other University or external entities. IGSR is a public service unit dedicated to improving the well-being of individuals and communities through applied research, education, training, and technology innovations in partnership with public agencies.

REQUIREMENTS: This management position requires knowledge and skill in directing all aspects of an applied research, technical assistance, and outreach function dedicated to improving public policy, practice, and outcomes in support of the University's public service mission. Excellent judgment and interpersonal skills, knowledge of quantitative and qualitative analytical methods, and strong oral and written communication skills are essential. The ability to seek out and respond to funding opportunities, navigate complex professional environments, build alliances across boundaries, and work with diverse constituencies is also required. A strong customer focus and the ability to motivate staff to high performance levels are necessary.

Education- Doctorate degree in public policy, behavioral or social science, public administration, or related area.

Experience- A minimum of five years progressive experience performing research, program evaluation, or consulting activities in areas of public policy and services. At least three years increasing responsibility in managing and overseeing the work of highly-skilled researchers or professional staff. Established scholarly and applied research credentials, experience in budget and financial administration, and demonstrated track record securing sponsored awards are required. Work experience in university public service or urban affairs institutions is desirable.

TO APPLY: For best consideration, apply online by **October 15, 2015** at <https://ejobs.umd.edu>; click on "Staff" and enter Position Number 111857. You will need to submit a cover letter, resume, and three (3) professional references.

The University of Maryland is an equal opportunity affirmative action employer. Minority and women candidates are encouraged to apply.