



University of Dayton  
Research Institute

## UDRI Associate Director Business Services search

The University of Dayton Research Institute (UDRI) invites nominations and applications for the position of Associate Director, Business Services. This is a highly visible, dynamic, position interacting regularly with senior university administration officials, professional staff, and outside constituents at an exciting time in the continued growth of UDRI and the University.

Reporting to the UDRI Director, the Associate Director (AD) provides senior leadership for a broad range of business functions ensuring the efficient and effective operational support of research programs as well as providing timely and accurate financial and other university reporting. The AD oversees the department heads leading the business areas of research accounting, finance, procurement, research infrastructure, operational excellence and information technology systems. The AD closely collaborates with the offices of Contracts & Grants, Technology Partnerships, and the UD Controller to ensure the smooth attainment of the Institute's business objectives. The candidate should have demonstrated success as an administrator and fiscal manager with an ability to work collaboratively with a culturally diverse group of constituencies at UDRI and the University of Dayton campus.

### **Minimum Qualifications**

- Advanced degree (business field);
- Minimum 12 years of progressive experience in research administration or management of diverse business functions in an academic or non-profit sector or organization of comparable size and complexity to UDRI, including at least five years at a senior level;
- Demonstrated experience with, and deep understanding of, Federal government contracting, accounting, and compliance;
- Minimum five years of senior-level supervisory experience of business functions;
- Demonstrated experience with, and understanding of, current business processes/systems related to sponsored research, with emphasis on federal procurement;
- Excellent written communication skills;
- Experience working collaboratively on teams and with external partners and customers;
- Due to the nature of the position, U.S. citizenship, with ability to obtain a Secret Clearance, is required;

- Valid driver's license, with a low risk driving record, and insurable by the University.

### **Preferred Qualifications**

- Bachelor's degree in an engineering or physical science field;
- Experience in performing or managing sponsored research programs;
- Knowledge of the Federal Acquisition Regulations, Defense Acquisition Regulations, and Uniform Guidance;
- Familiarity with Banner Ellucian, Deltek, or similar ERP systems;
- Previous experience in a university research organization;
- Excellent organizational skills;
- Excellent interpersonal skills;
- Excellent oral communication skills;
- Proficiency in supervising professional and administrative staff.

Established in 1956, The University of Dayton Research Institute (UDRI) is the professional research arm of the University of Dayton in Dayton, Ohio. UDRI is recognized for its research in materials, structures, sensors, propulsion, manufacturing, intelligence, autonomous systems, energy, and sustainment technologies. In 2018, UDRI performed \$150 million in sponsored research, ranking UD first among colleges in the nation for federally-sponsored materials research according to the National Science Foundation, and first among nonprofit institutions for research sponsored by the Department of Defense. With over 600 full-time research, technical and administrative staff, UDRI combines creative research expertise and extensive technical capabilities with a strong customer focus ethos to deliver quality solutions "at the speed of business" on budget and on time.

## **Procedure for Candidacy**

Review of applications will begin immediately and continue until the position is filled.

Applications should include a current curriculum vita and letter explaining interest and relevant experience. For additional information concerning The University of Dayton Research Institute visit <https://www.udayton.edu/udri/>

Harris Search Associates is assisting UDRI with this search. To send materials or for more information please contact Jeffrey Harris, Managing Partner, Harris Search Associates

Tel: 614-798-8500 ext. 125

Email: [jeff@harrisandassociates.com](mailto:jeff@harrisandassociates.com)

*Informed by its Catholic and Marianist mission, the University is committed to the principles of diversity, equity, and inclusion. Informed by this commitment, we seek to increase diversity, achieve equitable outcomes, and model inclusion across our campus community. As an Affirmative Action and Equal Opportunity Employer, we will not discriminate against minorities, females, protected veterans, individuals with disabilities, or on the basis of sexual orientation or gender identity.*