UNIVERSITY OF ARKANSAS AT PINE BLUFF

Job Description

Director for the “Minority Research Center”

JOB DESCRIPTION SUMMARY: The Minority Research Center (Center) Director will:

1. In collaboration with the Board of Research Advisors and the Center’s Advisory Board, spearhead the development and implementation of the long-term research agenda of the “Minority Research Center”.

2. Provide consultation, support, and evaluation of the key components of the Center:
   a. Research and Dissemination
   b. Education and Training
   c. Cessation and Prevention
   d. Wellness

3. Disseminate (using different platforms, among researchers, practitioners, and policy makers at the local, regional and national level) research findings and lessons on cessation and prevention at professional gatherings and through relevant publications in addictions, tobacco and other substance abuse, or other health-related fields.

4. Contribute to the Center’s work in building the addictions field, as it relates to cessation and prevention of tobacco and other substance abuse in minority communities

SPECIFIC DUTIES & RESPONSIBILITIES

1. 40%: Investigate grant opportunities, write and develop grant proposals to support sustainability of the Center and a research team. Supervise and direct others on the team to develop, write, and submit successfully funded proposals.

2. 15%: Disseminate and publish research findings, and offer lessons learned on cessation and prevention of tobacco and substance abuse to those in the addiction field by 1) interacting with others external to the Research Center to gather input into research designs and their focus 2) working directly with stakeholders and partners to understand and contribute to discussions about the Center’s mission, goals, and objectives and relevance among minority population, 3) supervising and reviewing reports, briefs, and research publications and articles written for a variety of audiences in order to advance the work of the Center.

3. 30%: Direct and oversee research at the Center: Spearhead, direct, and oversee all research projects from research design to implementation, analysis and product development. This includes: research focused on Center-related projects and initiatives; research on tobacco abuse and substance abuse cessation and prevention, as well as broader research in addictions efforts; including those related to training, lessons, and services that support the prevention and cessation of addictions in minority populations; collaborate with and support Addiction Studies faculty and staff with individual and team-oriented research agendas, provide research methods training and the supervise graduate research assistants.
4. 15%: Be an active member of the Center’s leadership team and contribute to the organizational development of the Center by collaborating with other strategy and program areas, supporting grant writing efforts, attending staff meetings and retreats, and participating in organization-wide operational efforts.

III. KNOWLEDGE & REQUIREMENTS

A doctorate in a relevant field (public health, social and behavioral sciences, education,) with a focus on tobacco and/or substance abuse or other relevant areas of addictions and/or health

The ability to conduct both qualitative and quantitative research studies and evaluation, with experience in research on addictions or other health-related areas

Demonstrated writing ability with a track record of securing grants, publishing academic articles and developing products for wider distribution.

Graduate teaching experience as well as supervisory experience with Research Centers is highly preferred.

Must have strong interpersonal and collaborative skills in working with researchers and practitioners.

Must be organized and able to handle timelines and priorities in a team environment.

Must be able to work across academic disciplines and with a variety of stakeholders and partners

Must have the knowledge of Center for Disease Control Standards, as they relate to tobacco and other substance abuse

IV. The Director for the Center will report directly to the Vice Chancellor for Academic Affairs.

V. APPLICATION SUBMISSION: Ongoing.

VI. START DATE: Negotiable.

VII. SUBMIT INFORMATION TO:

Allyson Jackson at Jacksona@uapb.edu

OR

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