**The University of Akron**

**Assistant Vice President, Office of Research Administration**

**Academic Career & Executive Search is pleased to assist The University of Akron in its search for Assistant Vice President, Office of Research Administration.**

***For full consideration, please apply by September 5, 2025.***

With a sharpened focus on innovation and a growing research enterprise, this is an exciting time to join The University of Akron (UA) as the Assistant Vice President, Office of Research Administration (Assistant VP ORA). This strategic and collaborative leader will play a vital role in supporting high-impact projects and managing a complex research administration portfolio at a university that continues to expand its research capabilities and partnerships with government, industry, and community stakeholders. Recent highlights include a [$2 million Department of Energy grant](https://www.uakron.edu/im/online-newsroom/news_details.dot?newsId=e00adf28b83697840084d084bde41c25&pageTitle=Research%20News&crumbTitle=UA%20awarded%20$2%20million%20for%20EV%20battery%20recycling%20research) to develop EV battery recycling technologies, a fifth consecutive NSF award in polymer crystallization, and nearly [$5.5 million in ARPAE funding](https://www.uakron.edu/im/online-newsroom/news_details.dot?newsId=0fbbcc67bcdb2eaac3f0cee8fba055f1&pageTitle=Research%20News&crumbTitle=Faculty%20members%20awarded%20nearly%20$5.5%20million%20for%20projects%20that%20advance%20energy%20technology) for disruptive plastics and energy research. As evidence of a larger institutional effort to elevate UA’s research profile and expand its impact across Ohio and beyond, UA also plays a central role in Akron’s [Polymer Industry Cluster](https://www.uakron.edu/im/online-newsroom/news_details.dot?newsId=ecb17e6a36d9068010d572b4ddb5cdce&pageTitle=Research%20News&crumbTitle=University%20of%20Akron%20part%20of%20Sustainable%20Polymers%20Tech%20Hub%20selected%20for%20$51%20million%20federal%20grant), a public-private initiative propelling polymer-based startups and commercialization. The Assistant VP ORA will amplify these successes and shape the future trajectory of UA’s research enterprise.

The ideal candidate will be an experienced, detail-oriented research administrator who brings both leadership and hands-on knowledge of research operations. The Assistant VP ORA thrives in a dynamic environment and is adept at managing competing priorities. Experience supervising remote or hybrid teams is essential as this role oversees a blended team with key staff working offsite.

The Assistant VP ORA must be faculty-focused and customer-service oriented, with the ability to adapt communication styles across a range of stakeholders, from new investigators to senior faculty and from university leadership to technical staff. A strong working knowledge of research regulations and compliance frameworks is required, along with sound judgment and the ability to work independently while knowing when to seek guidance. High integrity, flexibility, and a collaborative, solutions-driven mindset will be key to success in this role.

This position reports to the Vice President for Research and Business Engagement and leads a dynamic team across all facets of sponsored research administration, with all management and/or administrative/professional personnel normally reporting to this position for operational coordination.

**KEY RESPONSIBILITIES**

45% **Daily management of the Office of Research Administration and supervision of staff**

* Serves as a member of the Office of Research Administration (ORA) management team
* Directly supervises the Manager of Pre-award Research Administration, Director of Financial Research Administration, Director of the University Vivarium, and others as assigned
* Resolves complex administrative and management problems
* Ensures a high level of support to constituents
* Oversees the annual ORA budget and expenditures
* Works openly and communicates productively with multiple administrative units, including the Office of General Counsel, the Controller’s Office, colleges, and departments, and others as necessary
* Represents ORA on university-wide committees as appropriate
* Assists with oversight of the institutional animal and human subjects research programs on an as-needed basis

35% **Oversee the preparation and submission of various research related reports to internal and external audiences including the UA Board of Trustees, federal, state, and local governments, and industry and foundation partners**

* Serves as Institutional Official for all pre-award and selected post-award activities, including grants, cooperative agreements and contracts with federal and state agencies, foundations and corporations, SAM.gov, and other federal and state portals (e.g., Grants.gov, Ohio Department of Higher Education, etc.)
* Monitors all sponsored projects proposals and awards for compliance with sponsor and UA regulations
* Fosters compliant grants management environment by staying abreast of changes in funding agency regulations, requirements and policies
* Reports on important issues and provides guidance on appropriate actions to resolve the issues

15% **Review, develop, and administer policies, including collaborative strategic planning, development and implementation of new administrative concepts, electronic systems, technologies, and programs**

5% **Develop, deliver, and manage research administration training programs for faculty, staff, and student researchers in areas of proposal preparation and submission, grants management and compliance, and other research administration topics as needed**

**KNOWLEDGE, SKILLS AND ABILITIES**

* Ability to develop staff and delegate authority and responsibility
* Demonstrated strong interpersonal skills and ability to work collaboratively in a team-oriented environment across organizational units and at all levels, including faculty, college and departmental faculty and staff, central administration and senior institutional officials
* Demonstrated leadership and problem-solving skills with success managing, supervising, and motivating professional staff, including remote team members

**MINIMUM QUALIFICATIONS**

* Master’s degree in a relevant field
* 6-10 years of progressively responsible experience in the administration of sponsored research at a university, in the federal government, or another research-intensive entity engaged in sponsored research
* Experience developing and implementing research administration policies and procedures
* Demonstrated knowledge and understanding of federal, state, and sponsor regulations regarding research administration (including but not limited to: Code of Federal Regulations, Federal Acquisition Regulations, NSF PAPPG, NIH Grants Policy Statement, etc.)
* Proficiency with Microsoft Office Suite
* Experience negotiating government and corporate contracts
* Proven leadership and supervisory experience in a research administration setting including remote workers
* Strong verbal, written, and interpersonal communication skills
* High professional and personal integrity

**PREFERRED QUALIFICATIONS**

* Certified Research Administrator (CRA), Certified Pre-Award Research Administrator (CPRA), Certified Financial Research Administrator (CFRA) or a certificate in research administration
* Experience supervising pre-award, post-award, and ancillary research operations staff
* Working knowledge of Cayuse Sponsored Programs, Proposals (S2S), and Human Ethics systems
* Proven ability to produce and deliver educational and training curriculum and complex information on technical issues to a diverse audience at all levels of the institution

**About the Institution**

The University of Akron (UA) is among Ohio’s most influential public urban research universities, conducting high quality research in focused areas of excellence, contributing to the vitality of the local economy, and providing a workforce in highly trained diverse disciplines. Listed among the 2025 Princeton Review [Best Regional Colleges in the Midwest](https://www.princetonreview.com/college/university-akron-1023180?ceid=best-regional), UA offers over 14,000 students a wide variety of in-demand associate’s, bachelor’s, master’s, doctoral and professional degree programs. UA is a STEM-intensive institution, which has strong connections with industries including polymers, advanced materials, and engineering. UA brings together a group of diverse learners, including full-time, part-time, online, veterans, and adult students. Students are enrolled across five colleges: 1) College of Engineering and Polymer Science, 2) Buchtel College of Arts and Sciences, 3) College of Business, 4) Law and 5) College of Health and Human Sciences. In addition, students are served by Wayne Campus. Ranked among the [Top 10 Colleges in Ohio,](https://www.uakron.edu/im/news/ua-earns-another-ranking-as-one-of-ohio-s-best-values-in-higher-education) UA consistently earns recognition for regional academic strength and value in Ohio.

**Living in the Area**

Home to nearly 200,000 residents, Akron blends the energy of a city with the charm of a close-knit community. With more than 20 distinct neighborhoods, the city offers residents a wide array of benefits including a vibrant downtown, delicious dining, diverse and thriving arts and cultural scene, outdoor activities including the Sand Run Metro Park with over 41 miles of hiking trails, and Towpath Trail with 87 miles of Ohio’s most scenic countryside and access to numerous small lakes. Akron enjoys a cost of living 30.5% below the national average.

Akron is only 40 minutes from Cleveland, 30 minutes from Canton, and about two hours from both Columbus and Pittsburgh. The city boasts strong infrastructure, including public transportation, Amtrak, and Akron-Canton Airport. Akron offers a strong pro-business climate and is strategically located as the corporate home to numerous companies and its largest employer, Summa Health Systems, which provides jobs to nearly 11,000 people.

**To Apply**

***For full consideration, please apply by September 5, 2025.***

**To be viewed by the search firm, you must apply directly at:** [**https://acesrch.applicantstack.com/x/detail/a21esjyit4ol**](https://acesrch.applicantstack.com/x/detail/a21esjyit4ol)

Please apply through the application link and do not email applications.

Applications will be reviewed as they are received and should include a cover letter and curriculum vita. Ideally cover letters should not exceed two pages. All applications are treated confidentially.

Inquiries, referrals, and nominations are also treated confidentially.

**Inquiries and questions**: Please send to [UAAVPORA@acesrch.com](mailto:UAAVPORA@acesrch.com).

**Nominations and referrals**: Please send the nominee’s name, title, and contact information if available to [nominations@acesrch.com](mailto:nominations@acesrch.com).

**Background Check Statement**

The University of Akron is committed to providing a safe environment for all students and employees. The University endeavors to protect the health, welfare and safety of all students, employees and visitors on our campus. As such, all offers of employment with The University of Akron are contingent upon verification of credentials, and satisfactory completion of a criminal background check. Some positions may require additional credit investigation and a pre-employment driving record search.

**Non-Discrimination Statement**

The University of Akron is an Equal Education and Employment Institution. View our [Non-Discrimination Statement](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uakron.edu%2Fogc%2Flegal-policies-and-procedures%2Fnondiscrimination-policy.dot&data=05%7C02%7Cjmb90%40uakron.edu%7Ca871759ee8a4486c2f3608ddba4a9bad%7Ce8575dedd7f94ecea4aa0b32991aeedd%7C0%7C0%7C638871551771781173%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=MCoFYEUX%2BFVkVWbl4RdKwz2df%2BqNI701UrGbRPeali4%3D&reserved=0) for more information. Equal Opportunity Employer, including disability/veterans.

**State of Residence Statement**

It is the expectation of the University of Akron that all work performed as an employee of the University will be performed in Ohio.