

**WEST VIRGINIA STATE UNIVERSITY**  
Research and Development Corporation

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**Job Description**

**Associate Director of Research**

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West Virginia State University (WVSU) Gus R. Douglass Institute invites applications for the position of Associate Director of Research.

**Duties and Responsibilities:** The Associate Director of Research assists the Dean and Director of Research in the administration, management, reporting, and review of the WVSU Agricultural and Environmental Research Station (AERS) research projects. The Associate Director of Research manages and supervises the research activities of research faculty, technicians, and other research staff.

The Associate Director is also responsible for the administrative oversight of the operation and maintenance of the facilities and experimental equipment associated with the WVSU experiment station. A successful candidate will assist researchers in securing funds for applied research activities and develop and enhance partnerships and collaborations with other institutions, industry, and state and federal agencies. This may include collaborations with partners such as the United States Department of Agriculture (USDA), Agriculture Research Services (ARS), West Virginia Department of Agriculture, and West Virginia University Experiment Station, and 1890 and 1862 Land-Grant Institutions. The Associate Director also assists the Dean and Director of Research in developing an annual budget to support research activities of AERS.

The Associate Director of Research reports directly to the Dean and Director of the Douglass Institute. The Associate Director works closely with the Associate Dean of the Douglass Institute, the Associate Director of Extension, the Vice President of Academic Affairs, the Academic Deans, and the Director of the Center for the Advancement of Science, Technology and Mathematics (CASTEM).

**Qualifications:** A Doctorate of Philosophy from an accredited college or university in agriculture or related fields including plant and animal sciences is required. In addition, a minimum of 7 years experience conducting or managing research in the agricultural industry or an institution of higher education is required. The individual must have strong oral and written communication skills, good technical problem solving skills, and excellent organizational and project planning skills. The individual chosen for this position must be proficient using computers, software programs such as MS Office products and statistical programs. Grantsmanship skills are essential. The successful candidate is

expected to maintain a flexible work schedule which may include some overnight travel.

**Salary:** Commensurate with qualifications and experience

**Closing Date: Open until Filled**

**Application process consists of:** (1) Letter of interest, (2) Resume or curriculum vitae, and (3) Three professional letters of reference.

**Send application materials to:**

**West Virginia State University  
Research and Development Corporation  
Human Resource Specialist  
200 East Hall  
PO Box 1000  
Institute, WV 25112-1000**

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