

Associate Vice Chancellor Marine Sciences / Deputy Director for Research (50% Appointment)

Scripps Institution of Oceanography, UC San Diego

The position of Associate Vice Chancellor Marine Sciences (AVCMS) / Deputy Director for Research (DDR) is a 50% appointment. This summary includes the responsibilities, and assumes that this position will have the assistance of a 50% Assistant Deputy Director for Research (ADDR), along with administrative support through the Director's Office.

Associate VCMS Job Duties:

1. Serve as the SIO Director in SIO Director's absence
2. Represent VCMS and serve as liaison for VCMS interactions with UCSD administration
3. Serve as a member of the Scripps Senior Staff

DDR Job Duties:

1. Coordinate and foster development of new internal and external institutional research programs, including large proposal competitions.
2. Oversee research infrastructure, including shared facilities, requests for matching funds and research support, small grants and seed funding programs.
3. Oversee limited submission RFPs e.g., NSF Major Research Instrumentation (MRI) Program solicitations.
4. Coordinate Center reviews as needed.
5. Coordinate Section reviews as needed.
6. Chair of Scripps Research & Academic Committee. Set agenda and lead discussions on academic hiring plans, leadership nominations, policy review, infrastructure needs, etc.
7. Interview new senior managers and key center directors.
8. Serve as lead in researcher hiring; work with the Section Heads and Department Chair to oversee recruitments.
9. Chair Scripps Space Management Committee
10. Consult with VCMS and Academic Personnel on research-related retention issues.
11. Investigate and respond to various research-related issues as they arise, e.g.,
 - a) Consult on CUI and ITAR issues
 - b) Evaluate requests for external use of facilities
 - c) Help to mitigate conflicts between PIs
 - d) Serve on the Bridge Funding Committee; work with Section Heads to coordinate responses to bridge funding requests.
12. Responsible for SIO Institutional Post-Doctoral recruitment and orientation. Work with SIO Equity & Diversity Coordinator to develop and maintain a postdoc inclusion program.
13. Responsible for organizing the semi-annual Research Retreat. Develop agenda, organize presentations and synthesize results. Make recommendations on institutional research directions based on results.
14. MOU review.

Meetings:

- Chair Research and Academics Meetings (bi-weekly)
- Front office Meetings (weekly)
- Space Management Meetings (every 2 months)
- Senior Staff Meetings (bi-weekly)
- Asst. Vice Chancellor Meetings (bi-weekly)
- Vice Chancellor Marine Sciences Meetings (bi-weekly)
- Senate Administration Council Meeting (cover for VCMS when needed)
- SWFSC Meetings (Quarterly)
- Chair, Science Direction Advisory Panel (as needed)
- Director's Council Meetings (Biannual)

- Donor and other external relations events/seminars:

- Annual Service and Diversity Awards
- Founders Symposium
- Nierenberg Prize
- Ritter Memorial Lecture
- SIO Retreats/Town Halls/All Hands

Qualifications:

- 1) Tenured faculty position in the SIO Department.
- 2) Leading national/international scientist in oceanography, earth sciences, or a closely related field aligned with Scripps' research interests.
- 3) Demonstrated leadership skills and proven ability to work collaboratively and effectively with campus leadership, faculty, staff, students, and the public.
- 4) Understanding of and commitment to academic shared governance.
- 5) Effective communication and interpersonal skills.

Administrative Assistance provided:

1. Scheduling of meetings and appointments.
2. RFPs – Track submissions, help with announcements.
3. Obtain background information for Research & Academics meetings – follow up on action items.
4. Coordinate responses to issues, requests, committee agendas and minutes.
5. Travel and purchasing as needed.