Research and/or external associate dean  
(Fall 2013 Convocation)

Essential responsibilities for the near term

Research center responsibilities (including public service activities)

- Assist faculty in exploring grant opportunities and preparing proposals, including budgets
- Oversee use of funds in research center indices
  - Current grants administered through the CoB: Niculescu/Payne, Downes
  - Current public service activities: Center for Public Utilities
  - Distribution of overhead
  - International Business Facilitation Center
  - Entrepreneurship endowment.
- Point of contact for work with Arrowhead Center/VPED
- Point of contact for public service activities such as requests for workshops, seminars, professional development activities (such as leadership in improving the public schools)
- Point of contact for Vice President for Research, including inquiries about areas of research expertise
- Participate in CADRe (Council of Associate Deans for Research)
- Approval of consulting forms submitted by faculty and staff

Participation in CEC

Possible additional duties (longer term)

- Serve as point of contact for internships (respond to calls and emails from suppliers of internships, provide information to students, seek new sources of internships)
- Management of research funding (mini-grants, fellowship funds though these are not exclusively research related)
- Identify methods for supporting research in the college
- Point of contact for the college on graduate education issues (sign program of work forms)
- Point of contact for International role of the college
- Entrepreneurship (including work with Innovation Den Living Learning Community)

Other duties as assigned

Accreditation responsibilities (AACSB): Measures of impact of research in the CoB