



The UNIVERSITY of OKLAHOMA®
Office of the Senior Vice President and Provost

Director of the Office of Undergraduate Research and Creative Activity (URCA)

Position Description:

The Office of the Senior Vice President and Provost is seeking a new director for the Office of Undergraduate Research and Creative Activity (URCA). The Director of the Office of Undergraduate Research and Creative Activity is charged with establishing the new office, coordinating with current student success and research units, increase the student involvement, and implementing undergraduate research and creative activity across the University of Oklahoma. As the first Director for the Office of Undergraduate Research and Creative Activity, the director is in a unique position to develop a collaborative unit to directly impact students' success and expand opportunities for students and faculty.

This position requires an interest in and a working knowledge in a variety of domains including:

- Promoting undergraduate research and creative activity across the Norman Campus
- Collaborating with current Student Success and Undergraduate Research units to engage students campuswide
- Establishing and maintaining procedures and processes to enable all students the opportunity to engage in the scholarly mission of the University
- Seeking external and donor funding to support URCA fellowships and programs
- Participating in task forces and committees across the University as needed
- Maintaining data to support URCA efforts to meet the *Live On, University* Strategic Plan

In addition to the recently announce Provost URCA Summer Fellowship programs, there are plans to hire additional staff over the next few years to support undergraduate research and creative activity at OU.

Qualifications:

- Ph.D. or equivalent degree
- Faculty appointment/Post-tenure
- An exemplary record in research, teaching and service
- Management experience in running an organization, department, or research group
- Financial management and University budgeting
- Human resource experience: University hiring, team management

Appointment:

- 12 months; 0.25 FTE
- Summer salary based on current 9-month salary
- Direct Report: Office of the Senior Vice President and Provost

Applications:

The Provost's Office invites applications or inquiries about this position. Submit inquiries and applications (including letter of interest, full CV, and three references) to Mark Morvant, Vice Provost, at mmorvant@ou.edu. Review of materials will begin on May 1 and continue until the appointment is made.