Position: Executive Director, Research and Governmental Relations
Division: Academic and Student Affairs
Reporting Authority: Provost and Vice President of Academic and Student Affairs

Position Status: Full-time, Unclassified

Qualifications:
- Master’s Degree
- Strong, positive and effective interpersonal, organization, communication and public relations skills.
- Proven success in grant writing and procurement from local, state, and federal agencies (private and public).
- Evidence of self-starter and positive initiative.
- Successful collaboration in writing and administering grant projects.
- Budget experience.
- Ability to foster positive relationships with internal and external constituents.

Duties and Responsibilities:

1. Responsible for creation and oversight and coordination of all external grants, follow-up reporting, budgeting, etc.

2. Administrative oversight of the Student Innovation Center.


4. Serve as Congressional liaison.

5. Serve as Legislative liaison.

6. Development of collaborative agreements for coastal restoration, industry sponsored research, and sponsored programs.

7. Coordinate and administer Undergraduate Scholar Program.

8. Administrative oversight of Louisiana Environmental Research Center.


10. Serve as liaison and contact for persons interested in participating in SEED programming initiatives; assist of guide interested parties to appropriate resources for development and implementation of activities or programs.
11. Participate in creating, implementing, and evaluating SEED programs.

12. Encourage and create programs and activities that utilize McNeese resources in a collaborative, efficient, and effective means to carry out SEED programming and community outreach.

13. Work closely with the Chamber Alliance, Parish, government, and area businesses as well as sister institutions to generate programs to support economic development in SWLA.

14. Other duties as assigned by the VPASA or the President

Revised 3/6/13