

# San José State University Research Foundation

## Position: Research Director

DEPARTMENT:	Meteorology Department
IMMEDIATE SUPERVISOR:	WIRC Center Director
POSTING DATE:	September 15, 2022
SALARY:	\$110,000-\$115,000 annually/DOE
EXEMPT STATUS:	Exempt, Part-Time (50% FTE), Benefited

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### GENERAL NATURE OF POSITION

The Wildfire Interdisciplinary Research Center (WIRC) consists of several SJSU faculty who focus on all aspects of wildfire science and management to better understand fire in California and around the world. WIRC is a National Science Foundation-Sponsored Industry-University Cooperative Research Center (IUCRC) focused on innovative interdisciplinary research and solutions in wildfire sciences. The core mission of WIRC at San José State University (SJSU) is to conduct high-impact wildfire research so that improved tools and policies can be provided to the community and industry stakeholders worldwide. We seek a research director who will grow WIRC into a world-class research entity through strategic planning and rapid growth of its extramurally funded research portfolio.

WIRC research areas focus on both physical and social science aspects of wildfire with the goal of developing new prediction and observational tools to better understand extreme fire behavior in a changing climate. These new tools will help industry, particularly the energy sector, manage assets during high fire danger periods. To facilitate cutting-edge and interdisciplinary research, a cluster-hire of five core faculty has been completed to help this mission and establish SJSU as a leading institution providing new state-of-knowledge on wildfire science and management. The outcomes of the WIRC will be new knowledge, improved prediction tools, and community resilience policies. WIRC faculty will create integrated approaches to solving the nation's wildfire problem by providing interdisciplinary solutions that span the physical, social, and economic scientific fields.

Current research areas focus on fire weather, fire and smoke modeling and forecasting, fire behavior monitoring and modeling, wildfire management and policy, climate change and wildfire risk, fire ecology, stem fire education, and workforce development. The research director will (1) lead the creation of an SJSU Campus Center and Institute (CCI) that includes the WIRC and forwards and builds upon WIRC's mission and goals, and (2) design and implement a strategic plan to accelerate and grow the new CCI into a sustainable, extramurally-funded, world-class wildfire research entity. The research director is also expected to engage in and extramurally fund their particular area of research that is complimentary to existing WIRC research areas.

WIRC leadership values a healthy work-life balance. We believe that fostering a comfortable workplace for everyone is essential. Our work environment is open, collaborative, and

welcoming; we are a diverse and tight-knit team. You will contribute to our wide diversity of skills and incorporate new ideas into our environment.

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## ESSENTIAL DUTIES & RESPONSIBILITIES

1. Ensure swift creation of an official SJSU CCI designed to accelerate and grow into an influential world-class entity that includes, forwards, and builds upon the WIRC mission and goals.
2. Lead the creation and implementation of a Strategic Research Plan for the new CCI and the IUCRC, including explicit extramural funding strategies and goals.
3. Work with center director to strategize recruitment of IUCRC industry memberships into WIRC.
4. Work with the center director and all WIRC faculty to apply for extramural funding in line with the new CCI and WIRC Strategic Research Plan, including significant iterative help in crafting and writing competitive proposal packages.
5. Work with WIRC core faculty to create and implement an individualized strategic funding plan for their research, including significant iterative help in crafting and writing competitive proposal packages.
6. Enhance collaboration and build multi-disciplinary research teams between the WIRC faculty and other universities, industry partners, and non-profit organizations.
7. Report bi-annually on progress towards implementing the new CCI's Strategic Research Plan goals and metrics.
8. The research director will engage in and extramurally fund their particular area of research that is complementary to existing WIRC research areas.

### Percentage of Effort

50% of time annually will be spent on duties #1-7 and 50% on #8, as described directly above.

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## INTERPERSONAL CONTACTS

Reports to the WIRC center director. Works closely with all faculty and staff associated with WIRC and meets as needed with research leadership at SJSU (e.g., the vice president for research and innovation, the associate vice president for research, college deans, and associate deans of research).

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## SUPERVISORY RESPONSIBILITIES

Co-supervises the WIRC-IUCRC NSF-funded center administrative coordinator.

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## QUALIFICATIONS

### Education and Experience

- Ph.D. in a wildfire science-relevant discipline, e.g., Meteorology, Climate or Earth System Science.
- Proven track record in funding your own research with federally funded grants after receipt of your Ph.D.
- 4+ years of experience in helping other faculty successfully fund their research objectives through federally funded competitive grants, including extensive strategic grant reviews and grant writing support.
- 4+ years of experience in building collaborations between academia, industrial and/or

- governmental agencies.
- 2+ years of experience developing and implementing strategic research development goals for an academic center, institute, or institution.

#### Knowledge, Skills, Abilities Required

- Knowledge of the research life cycle and faculty needs in a university setting, including funding agency guidelines and objectives, grant proposal creation, and submission.
- Ability to significantly impact, expand and enhance an organization's research enterprise.
- Sophisticated, strategic leadership skills to develop, implement, and measure the outcomes of research strategies.
- Excellent oral and written communication skills, particularly within academia and industry.
- Well-developed interpersonal, liaison, and communication skills, including collaborating effectively with a broad group of stakeholders, both internal and external to SJSU.
- Ability to listen and synthesize information from different disciplines to create collaborative research teams and lead the creation of competitive multi-disciplinary proposals.
- Commitment to the values of diversity, equity, and inclusion with strong communication and listening skills to establish rapport and trust with people from diverse backgrounds.
- Ability to work and meet deadlines in a fast-paced environment.
- Ability to supervise staff and coordinate with other units to achieve results.

#### Complexity of Duties

- Work location is flexible and may be conducted in part remotely.

#### Physical Requirements

- Ability to connect to the Internet and interact with others via email, text, telephone and Zoom if remote work is to be performed.
- Frequent and ongoing use of a computer terminal to conduct a variety of writing, planning and management tasks.
- Periodic, regular, and occasional contact with employees of the San José State University Research Foundation at all levels, San José State University faculty and staff, and vendors, with the ability to discuss and appropriately respond to inquiries and requests.
- Work with time constraints and under pressure.
- Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a video display terminal on a regular basis.
- Ability to plan and conduct research collaboration workshops and meetings and be physically present during events.

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**NOTE:** This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

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#### BENEFITS

The San José State University Research Foundation (SJSURF) provides excellent benefits package to benefited employees. **The comprehensive benefit package includes:**

- a) Nine company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) 14 paid federal & state holidays.

- e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.
- h) Hybrid work schedule.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

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## COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Additionally all employees are required to have booster shots and provide proof to SJSU by 02/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee's job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

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## APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume, and a cover letter. The formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu). Please add **RE DIR** to the subject line of the email.**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

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## REASONABLE ACCOMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity, and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu). In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

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## ABOUT THE SJSU RESEARCH FOUNDATION

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

**SJSURF is an equal opportunity employer** and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.