****

**Job Description –Director of ORSP**

Department: Office of Research Sponsored Programs

Report to: Vice-Chancellor

**Position Summary**

The Director of ORSP shall be responsible for the overall management of the office of Research and Sponsored Programs.

* Compile the university academic research development plan; formulate and implement research regulations and policies;
* Create a culture of innovative research at campus;
* Liaise with related government offices and funding bodies for research development;
* Disseminate information on funding opportunities and provide support and consultancy for grant applicants;
* Monitor the progress of funded projects and supervise the use of funds;
* Manage research achievements and assist in their commercialization;
* Coordinate and manage the R&D centers at campus.
* Create and maintain the research collaboration with communities, industries, universities and research institutes at home and abroad.
* Organize the research and innovation activities at campus；
* Organize to attend academic innovative competitions, science & technology exhibitions and events;
* Undertake research file management and research statistics；
* Other tasks assigned by the university.

**Preferred Qualification**

* Master’s degree or above; vice-senior title or above.
* Over 5 years' public administration experience in science & technology, academic research or economy development in government or universities;
* Be familiar with Chinese government industrial, science& technology policies and regulations, research grants application;
* Good planning and organizing skills, good communication and collaboration skills and professional dedication.
* Fluent Chinese and English oral and writing communication.
* Ability to travel internationally.

**岗位书 - 科研办主任**

部门：科研办 汇报：副校长

**岗位职责：**

全面负责学校科研办工作。

1. 编制学校科研发展规划，制定并实施科研政策；
2. 营造学校良好的科研、学术和创新氛围；
3. 联络政府相关部门、科研资金资助机构等；
4. 收集并发布各类科研资金、项目申报信息并提供申报咨询服务；
5. 校内外各类科研项目及科研资金日常管理；
6. 科研成果日常管理，协助科研成果商业化；
7. 校内科研机构设立及管理；
8. 开展校地、校企及与国内外高校、研究机构科研合作；
9. 组织校内师生开展各类科研创新活动；
10. 组织参加各类科研创新比赛、科技展会和活动；
11. 科研档案管理、科研统计；
12. 其他学校交待的工作任务。

**优先条件：**

1. 硕士及以上学位，副高及以上职称；
2. 5年及以上政府或高校科技及经济等管理经验；
3. 熟悉中国政府产业政策、科技政策和科研项目申报；
4. 具有良好的组织管理能力、沟通协调能力、团队合作能力和敬业精神；
5. 具有良好的中英文口头和书面表达能力。
6. 能够赴全球公务出差。