



Position Description
ASSOCIATE DIRECTOR: RESEARCH
(State Title: Associate Director, Research Programs/Services)
Position Number: 42856

DESCRIPTION OF WORK:

The Associate Director: Research, with the Executive Director, plans and implements the Center's research agenda. The Associate Director is responsible for the design, implementation, analysis, and reporting of research projects including, but not limited to, surveys of the nurse workforce, nursing employers, and nursing education programs. Reports to the Executive Director and may serve in his/her absence. Supervises staff assisting with projects for which she/he is responsible.

RESPONSIBILITIES:

Research Project Planning and Implementation:

- Serves as staff to the FCN Research Committee.
- With the FCN Board of Directors and Executive Director evaluates the Center's research agenda biennially.
- Proposes annual budget for research program.
- Initiates, plans, implements and evaluates research related to the goals of the Center.
- Prepares proposals to obtain outside funding for innovative research projects related to the Center's mission and vision.
- Responsible for maintaining longitudinal databases of nurse supply, demand, and nursing program data.
- Responsible for evaluating available models for nurse supply/demand forecasting and generating projections for Florida

Communication:

- Disseminates research findings generated by the Center and Florida and national sources to nurses and others in the State.
- Prepares written reports and manuscripts for publication related to the research activities of the Center.
- Represents the Center at selected meetings, conferences and committees.
- Prepares media releases and, with the Executive Director, represents the Center in media interviews.
- Works with vendors as needed to contract for data entry, web survey design, or other research needs that cannot be performed in-house.

Supervision:

- Supervises staff working on assigned projects.
- Assists the Executive Director, as needed, with administrative responsibilities.
- Performs other duties as designated by the Executive Director.

Evaluation:

- Evaluates accomplishment of and recommends modifications to the Center's research agenda.
- Plans and implements the evaluation of specific research activities.
- Assists with the evaluation of selected Center programs and staff.

QUALIFICATIONS:

- Education – doctorate degree strongly preferred. Course work in quantitative and qualitative research methods and statistics required.
- Experience – research project management required. Survey research, health services research and evaluation research experience preferred. Proposal writing and grant management desirable.
- Required Knowledge, Skills and Abilities:
 - Knowledge of research methods, statistics, and health workforce issues required.
 - Ability to design and implement survey research including the analysis and interpretation of primary and secondary data.
 - Skill in written and verbal communications.
 - Demonstrated leadership skills.
- Preferred Knowledge, Skills, and Abilities:
 - Knowledge of health care and health care policy desirable;
 - Registered nursing practice background
 - Knowledge of nursing and health policy issues
 - Ability to plan and write grant proposals highly desirable.