ASSOCIATE DIRECTOR OF WCRER

Req #: 222114

Department: COLLEGE OF BUILT ENVIRONMENTS

Job Location: Seattle Campus

Posting Date: 05/10/2023

Closing Info: Open Until Filled

Salary: $8500 - $9500 per month

Benefits: As a UW employee, you will enjoy generous benefits and work/life programs. For a complete description of our benefits for this position, please visit our website, click here.

As a UW employee, you have a unique opportunity to change lives on our campuses, in our state and around the world. UW employees offer their boundless energy, creative problem solving skills and dedication to build stronger minds and a healthier world.

UW faculty and staff also enjoy outstanding benefits, professional growth opportunities and unique resources in an environment noted for diversity, intellectual excitement, artistic pursuits and natural beauty.

The College of Built Environments has a outstanding opportunity for an Assistant Director of WCRER.

The Associate Director of the Washington Center for Real Estate Research (WCRER) manages the day-to-day finances, operations, and personnel activities of the center. They manage the Department of Licensing and Department of Commerce contracts and deliverables and periodic negotiation of those and any other contracts. Additionally, they provide leadership to efforts for increasing the level of funded research activity associated with the WCRER by engaging industry and the larger community to understand the questions of importance that warrant additional research.

The WCRER Associate Director is often relied upon to be the representative of local real estate studies and research for media. In addition, they must act as a liaison between UW, the Department of Licensing, the Department of Commerce, and occasionally legislative bodies, as well as data users. The Associate Director must actively work to improve and expand the data reporting and other services provided by the WCRER.

The WCRER Associate Director is a high-profile position for the UW. The Associate Director is often the recipient of media inquiries and legislative scrutiny as the WCRER is a primary source of real estate research data in the region.

Administration

- Plan, organize, and administer the financial, operational, and personnel activities of the WCRER.
- Manage the contracts established through the WCRER, including the WA State DOL and DOC contracts and deliverables; periodic negotiation of the contracts; and other reporting as required.
- Develop, in association with the WCRER Director, detailed objectives and research priorities, considering both the nature of the research output and the means of dissemination.
• Provide leadership to efforts for increasing the level of funded research activity associated with the Center by engaging with the industry and the larger community to understand questions of importance that warrant additional research which will bring thoughtful and relevant information for others to use in the pursuit of change.
• Identify academic research opportunities within the College that might benefit from the Center's industry related research, the data, or relationships.
• Provide general oversight of grant and contract activities at the Center to ensure compliance with policies and funding agency requirements. Review all proposals to ensure fiscal propriety, completeness, accuracy, and adherence to the regulations of University policies and sponsor guidelines.

Project Management

• Support the WCRER Director in the development of the Research Strategy for the Runstad Department of Real Estate.
• Serve as spokesperson for all products released through the Center and generally as a technical expert and resource for the media. Proactively reaching out to establish the Center as the objective expert for the real estate community.
• Work alongside the WCRER Director and the Director of Community Engagement in developing research related connections with external stakeholders.

Budget and Finance

• Manage the budget of the various research contracts.
• Support faculty and principal investigators in preparation of proposals, assist in budget development as requested.
• Assist in the identification of infrastructure needs and requirements and seek appropriate sources of funding.

Supervision

• Develop and manage staff required to perform funded research including
  • Research Faculty, Post-Doctoral Researchers, student Research Assistants, contract and administrative employees.

MINIMUM REQUIREMENTS:

• Masters degree in Real Estate or a related social science subject
• 4-5 years of research experience involving quantitative analysis of real estate and/or related data. This research should involve high-level expertise in Excel and one or more statistical software packages such as R or SAS.
• Demonstrated ability to design and manage research projects and work effectively with research and administrative staff and other stakeholders.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

DESIRED QUALIFICATIONS:

• Ph.D. in a relevant field and experience managing research projects involving complex quantitative analysis and multiple stakeholders.
Application Process:
The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Workforce Authorization, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select “Apply to this position”. Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your “My Jobs” page. If you select to take it later, it will appear on your “My Jobs” page to take when you are ready. **Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.**

Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or dso@uw.edu.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under Washington state law.

COVID-19 VACCINATION REQUIREMENT
Employees of the University of Washington are required to be fully vaccinated against COVID-19 unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination. View the Final candidate guide to COVID-19 vaccination requirement webpage for information about the medical or religious exemption process for final candidates.