



Director for National Security Strategy and Integration

Job Code: 7531

Salary Grade: S15

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Leads the strategic defense research mission within the Office of the Vice President for Research and Partnerships (OVPRP), including coordination of national security strategy and integration of defense-related research activities.

- Manages daily operations within the Office of the Vice President for Research and Partnerships (OVPRP) to support and grow research excellence through the convening and integration of defense-related assets.
- Represents and assists the OVPRP across the full spectrum of national security strategy and integration activities.
- Collaborates closely with senior leadership, faculty, staff, industry partners, government agencies, and national laboratories to advance OVPRP's mission and support coordinated national security strategy and integration efforts.
- Oversees the portfolio of OVPRP National Security research and contributes to the congressional appropriations process, supporting national security strategy and integration efforts.
- Ensures alignment of OVPRP national security strategy and integration efforts with the strategic goals of the University and other affiliated units.
- Fosters collaboration across multidisciplinary teams to support growth in research and educational initiatives aligned with national security strategy and integration priorities.
- Provides strategic leadership and support for strengthening the University's role in aerospace, defense, and national security research through coordinated strategy and integration of institutional capabilities.
- Works with the University's State and Federal Relations teams to grow aerospace and defense-related presence and federal funding in Oklahoma in alignment with the University's national security strategy and priorities.
- Collaborates with faculty to develop competitive, strategically aligned proposals in response to federal funding opportunities that support national security strategy and integration priorities.
- Partners with college deans, department heads, and research leaders to increase the quality and volume of defense-focused research proposals.
- Provides day-to-day leadership, supervision, and support for assigned personnel, ensuring effective performance, professional development, and alignment with OVPRP's national security strategy and integration objectives.
- Builds and grows corporate partnerships and corporate-sponsored research initiatives aligned with national security strategy and integration priorities.
- Develops and hosts internal and external events, workshops, and conferences to promote the University's national security strategy and integration.
- Ensures compliance with University policies as well as DoW and other federal regulations related to research contracts and operations supporting national security strategy and integration activities.
- Performs additional duties as needed to fulfill the mission and goals of the department.

Minimum Qualifications

Education:

- Bachelor's degree

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 10 years of relevant experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Extensive knowledge of higher education research administration and Department of Defense research priorities, policies, and funding



mechanisms

- Strong leadership and management skills with experience overseeing complex, multidisciplinary research organizations and diverse teams
- Excellent strategic planning abilities to align institutional research goals with national defense priorities and to drive growth in research programs
- Proven ability to develop and maintain partnerships across academia, government, industry, and national laboratories
- Exceptional communication and interpersonal skills to effectively collaborate with faculty, staff, external stakeholders, and senior leadership
- Strong grant and proposal development expertise, including familiarity with federal funding processes and requirements
- Capacity to foster interdisciplinary collaboration across various research institutes, centers, and departments
- High-level problem-solving skills and initiative to address challenges and identify new research opportunities
- Understanding of compliance requirements related to federal contracts, security protocols, and university policies
- Proficiency with Microsoft Office Suite, virtual collaboration tools (e.g., Zoom), and document management platforms (e.g., Dropbox)
- Ability to handle confidential and sensitive information with discretion, integrity, and adherence to institutional and federal security guidelines

Working Conditions

Physical:

- Ability to engage in repetitive motion and communicate effectively.

Environment:

- Standard office environment
- Travel may be required for conferences, sponsor meetings, government agencies, industry partners, or professional development
- May require extended hours, including evenings and weekends to support critical projects, events, or proposal deadlines
- Requires handling of sensitive or classified information, necessitating adherence to strict security protocols

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