

Director of Huntsville Office  
University of Tennessee, Space Institute

Direct Link: <https://www.AcademicKeys.com/r?job=254927>

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Posted Mar. 26, 2025, set to expire Jul. 26, 2025

**Job Title** Director of Huntsville Office  
**Department** Huntsville Research Office  
**Institution** University of Tennessee, Space Institute  
Tullahoma, Tennessee

**Date Posted** Mar. 26, 2025

**Application Deadline** Apr. 14, 2025

**Position Start Date** May 1, 2025

**Job Categories** Director/Manager

**Academic Field(s)** Aerospace/Aeronautical/Astronautics

**Job Website** <https://www.utsi.edu/about/campus-services/human-resources/employment-opportunities/>

**Apply Online Here** [https://fa-ewlq-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_1/job/2140/?utm](https://fa-ewlq-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/2140/?utm)

**Apply By Email**

**Job Description**

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## **Administrative Management 2– Huntsville Research Office**

University of Tennessee Space Institute (UTSI)

The University of Tennessee Space Institute (UTSI) is seeking a Huntsville Office Director to lead and expand research, partnerships, and business development in the Huntsville, Alabama, region. This position plays a critical role in advancing UTSI's aerospace and defense research initiatives, fostering collaborations with federal agencies, industry, and academia, and supporting workforce development and technology scouting efforts.

### **Position Overview**

The Huntsville Office Director serves as a key advisor to the Senior Director of Research and the Executive Director of UTSI, identifying emerging technologies and research opportunities while cultivating strategic relationships in the region. This individual will facilitate engagement between UT researchers and Huntsville-based organizations, driving collaboration on large-scale research projects and technology development efforts.

This is a regular, full-time, exempt position with competitive compensation based on qualifications and experience.

### **Employer Description**

With over 225 years dedicated to education and research, and as one of the 100 largest employers in Tennessee, there is endless potential to discover at the University of Tennessee, Knoxville. This advanced academic center comprises 17 degree-granting colleges and schools, 900+ programs of study, 547 graduate programs, and is home to over 7,500 employees statewide who support the continued growth of the state's flagship land-grant university. The University of Tennessee Institute of Agriculture, Anthropological Research Facility, Space Institute, and the UT Institute of Public Service are acclaimed entities of the UT system and with nearby affiliate, Oak Ridge National Laboratory, Rocky Top is a university on the rise. UT Knoxville considers its employees its number one asset and with values that focus on work-life balance, compensation, and innovative leadership, all Vols are supported to advance professionally. Employees have access to career development and coaching, continued education, and an extensive list of development and training possibilities. The Volunteer employee experience implements structures and practices that attract and retain a diverse community and that support a culture where everyone matters and belongs. Apply today and join the Vol Family for life!

Ranked nationally as “Best Employer for New Graduates”, “One of America’s Best Large Employers”,

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“Best Workplace for Women,” and has been designated as “Best Place for Working Parents” by Forbes Magazine.

### **Key Responsibilities**

#### Leadership & Office Administration (40%)

- Supervise and manage a team of 1-5 staff members, including support staff, portfolio managers, and researchers.
- Oversee the business development, financial, and data management operations of the Huntsville Research Office.
- Develop and implement strategic growth initiatives, expanding the office to align with emerging research opportunities.
- Guide business development strategies, supporting contracts, content creation, and research strategies across academia, industry, and government.
- Promote a culture of teamwork and collaboration within the Huntsville Research Office and across UTSI.

#### Business Development & Research Partnerships (30%)

- Establish and promote multi-disciplinary, multi-investigator teams across organizations and research disciplines.
- Build and sustain working relationships with federal agencies, defense contractors, and industry leaders.
- Maintain situational awareness of research priorities and workforce needs in the Huntsville region.
- Present UT research capabilities to potential sponsors and partners.
- Facilitate connections between university investigators and industry/government stakeholders, organizing meetings, workshops, presentations, and demonstrations.
- Maintain an inventory of research projects and business development opportunities.
- Lead efforts to align UTSI expertise with the challenges and funding priorities of federal agencies and industry partners.

#### Research & Financial Coordination (20%)

- Provide budgetary oversight and financial planning for Huntsville-based research projects.
- Track project milestones, monitor research progress, and ensure timely deliverables for federal and industry sponsors.
- Assist Principal Investigators (PIs) in aligning research goals with financial and contractual

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requirements.

- Support proposal development and contract execution, ensuring compliance with funding agency guidelines.
- Work closely with financial specialists and research staff to monitor budgets and manage reporting requirements.

Event Coordination & Outreach (10%)

- Organize research team meetings, workshops, and university engagement events.
- Represent UTSI at agency-sponsored meetings, technical symposiums, and professional conferences.
- Manage outreach programs, including student engagement, workforce development initiatives, and personnel exchanges between sponsors and university faculty/students.

**Qualifications**

Required:

- Bachelor's degree in a relevant field.
- Three (3) years of experience in project management, administration of federally funded projects, and/or military leadership roles.
- Experience managing project budgets and reporting.
- Knowledge of the DoD research ecosystem, national defense enterprise, and government-funded research culture.
- Strong financial management, planning, and leadership skills.
- Excellent written and verbal communication abilities, particularly in presenting research capabilities.

Preferred:

- Master's degree in STEM, Business, or a related field.
- Supervisory experience in research administration or business development.
- Previous experience working with aerospace and defense organizations.
- Experience in DoD or NASA-funded research and technology transition initiatives.
- Knowledge of Uniform Guidance, contract execution, and university research administration.
- Project Management Professional (PMP) certification and/or Agile Scrum Master Certification.

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**Additional Requirements:**

- Must be able to work in an ITAR-compliant environment and meet eligibility

**INSTRUCTIONS TO APPLY:**

To apply online, go to the UTSI Employment website: (<https://www.utsi.edu/about/campus-services/human-resources/employment-opportunities/>). Click on “External Applicants” in the right-hand column. Specify search criteria by entering Tullahoma in the Location box or by entering the name of the position in the keyword box. Click on the position to view the job description and/or apply. External candidates must create a new account to apply. Or directly go to

<https://fa-ewlq->

[saasfaprod1.f.a.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_1/job/2140/?utm\\_medium=jobs](https://fa-ewlq-saasfaprod1.f.a.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/2140/?utm_medium=jobs)

**EEO/AA Policy**

[i]All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 411 B.H. Goethert Parkway, MS-11, Tullahoma, TN 3388-9700, telephone (931) 393-7226 or toll-free at 1-888-822-8874, ext. 37226 (V/TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.[/i]



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Michelle Carmack  
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