

EVERYTHING I WISH I KNEW BEFORE I BECAME A RESEARCH ADMINISTRATOR



Gloria Greene

*University of Alabama in
Huntsville*



Cindy Morin

Johns Hopkins University



Gina Hedberg

*University of Alabama at
Birmingham*



Mark Lucas

UCLA

EVERYTHING I WISH I KNEW BEFORE I BECAME A RESEARCH ADMINISTRATOR

Session Outcomes

- Learn the skills necessary to become a successful research administrator
- Learn the tangible and intangible tips, tricks, and hacks on navigating this field
- Learn the importance of mentorship, coaching, and partnerships and how to utilize them to succeed in the role as a research administrator



EVERYTHING I WISH I KNEW BEFORE I BECAME A RESEARCH ADMINISTRATOR

Discussion

Skills Needed

- What is a Research Administrator?
- Background? Qualifications?
- What happens on Day 1? Day 90? Day 365?
Day 10,950?

EVERYTHING I WISH I KNEW BEFORE I BECAME A RESEARCH ADMINISTRATOR

Challenges

- What was the first thing that made you question your choice of this role?
- Do you work with Darth Vader (Darth Faculty)?
- Crises – sink or swim?
- Messenger
- Crisis Manager

Resources

- Start at the administrative level
- Provide forums for peers to interact
- Encourage administrative partnering/sharing/collaborating
- Break down barriers
- Think individual rather than global transformation
- Mentorship, coaching, and partnerships
- Effective communication

EVERYTHING I WISH I KNEW BEFORE I BECAME A RESEARCH ADMINISTRATOR

Questions

For Panelists

- What have we learned?
- What should we have known?
- What are the most important relationships in your position?

For Participants

- What do you want to know?
- From your standpoint, what makes an effective/good Research Administrator?
- What challenges are you experiencing?
- What resources do you feel are necessary to train to become a good Research Administrator?

EVERYTHING I WISH I KNEW BEFORE I BECAME A RESEARCH ADMINISTRATOR

Questions

Training!

How did you go through Research Administration boot camp?

Did you feel that was sufficient to do your job?

What didn't you learn?

How are you still getting continuous training?

Bonus question - which one of the panelists is former military?

EVERYTHING I WISH I KNEW BEFORE I BECAME A RESEARCH ADMINISTRATOR

Thank you!

