



## **Research Administration Career Path Pilot Project Final Report**

The Research Administration Career Path (RACP) Pilot Project was embarked on to create awareness and knowledge for the general public, specifically students, about the career of Research Administration. Four work groups were created to focus on various activities needed to inform the public. The RACP Pilot Project kicked off at the NCURA Region IV 2022 Spring meeting in Minneapolis, MN for one year in duration. It was then extended for a second year through April of 2024 due to the large amount of work that was still in progress.

### ***RACP Career Services Workgroup***

Reached out to various University Career Service Center Offices to determine what materials would be helpful to highlight the research administration field.

The Feedback from University Career Service Center Offices included receiving an infographic and social media video they could disseminate to students.

- Created a short concise career infographic to be disseminated to students to highlight student benefits to join the rewarding career and posted on the NCURA Region IV website. This needs to be disseminated to Career Service Center Offices.
- Created social media videos featuring current research administrators. Tara Bishop, NCURA Deputy Chief Executive, attended the 2023 Spring Region IV meeting in Sioux Falls, SD and captured videos. These videos are available on the NCURA Region IV website. A fourth shorter video is being created and will be added to the website once it is received. These videos need to be disseminated to Career Service Center Offices.
- In late February 2024, the project lead and workgroup lead met with the NCURA Next Generation project team. A suggestion was made to create videos of current students working in Research Administration offices. NCURA Next Generation project provided an infographic for students that was created by the NCURA Young Professionals group, and this was added to the website.

Other projects worked on from the Career Services Workgroup include:

- Provided wording for the website to recruit current research administrators or alumnus to speak in university introductory classes.
- Participate in the National NCURA Next Generation Project by having five Region IV Universities provide NCURA Young Professional, Emeritus (more than 20 years' experience), and Campus Liaison members to staff booths at Career Fairs to promote the field. This is in progress under the NCURA Next Generation Project.
- Conducted a survey to determine what NCURA members thought is currently being done to promote the field. The survey was well received and garnered great responses. The survey was analyzed and is located on the Region IV website. This is on the NCURA Region IV website.
- Submit a proposal to NSF for funding needed to improve research support and service capacity at PUIs and Minority Serving Institutions. Regina Matheson from St. Ambrose University in Iowa is currently working on an application.

### ***RACP Career Mapping Workgroup***

Created an infographic with a listing of experience, education, and soft skills useful as a research administrator, linking those to ten specific areas of research administration and developed a high-level description for each area. Media Group is currently designing, and it will be added to the website once it is finished. This infographic could also be disseminated.

The workgroup recommended creating a map that will demonstrate the various advancement paths available for the research administration field as well as lateral paths (i.e., supplemental skills needed to switch to a different area).

### ***RACP Student Internships Workgroup***

Created a best practice guide and job description for Student Interns for all areas of research administration that can be revised to include Staff Interns.

### ***RACP Media Workgroup***

Created a Region IV webpage about the RACP Initiative.

Created a video of a recent graduate who has entered a research administration career. This video is in the process of being edited and will be added to the website.

Provided the RACP final report and it was added to the website.

This workgroup also provided support to the other three workgroups to develop materials.

### **Recommendations:**

- Provide this report to NCURA with the web link.
- Create a small working group to disseminate:
  - Career Services workgroup infographic to University Career Service Centers
  - Four Videos to University Career Service Centers
  - Career Mapping workgroup infographic to University Career Service Centers
  - Recent graduate video to University Career Service Centers
- The small working group could also create videos of students currently working in Research Administration offices and create the advancement path map – both noted above. These would then need to be disseminated.

A sincere thank you goes out to everyone that worked on this important pilot project housed under the Professional Development Committee. Many people rolled on and off due to workload and other job-related changes.

Diane Hillebrand, University of North Dakota, RACP Pilot Lead

Kelly Andringa, University of Iowa, Media Workgroup Lead

Katherine Durben, Marquette University, Career Mapping Workgroup Lead

Megan Fillbrandt, Gustavus Adolphus College, Student Internships Workgroup Lead

Melanie Hebl, University of Wisconsin-Madison, Career Services Workgroup Lead