



Symposium for Research Administrators

University of Wisconsin-Madison
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Navigating Career Paths in Research Administration

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Think Pair Share

How long have you been in the field of Research Administration?

Why did you choose this session on Career Paths?

What are some ways you are thinking of developing your career?

The serendipitous career

- Lack of awareness of research administration as a field
- No course of study
 - Limited program options now available
- Widely varied backgrounds and paths



www.dreamcreatedlife.com

How Did I
Get Here?

Where do we come from?

- Science/research
- Business/finance
- Policy
- Administration
- Humanities
- Legal

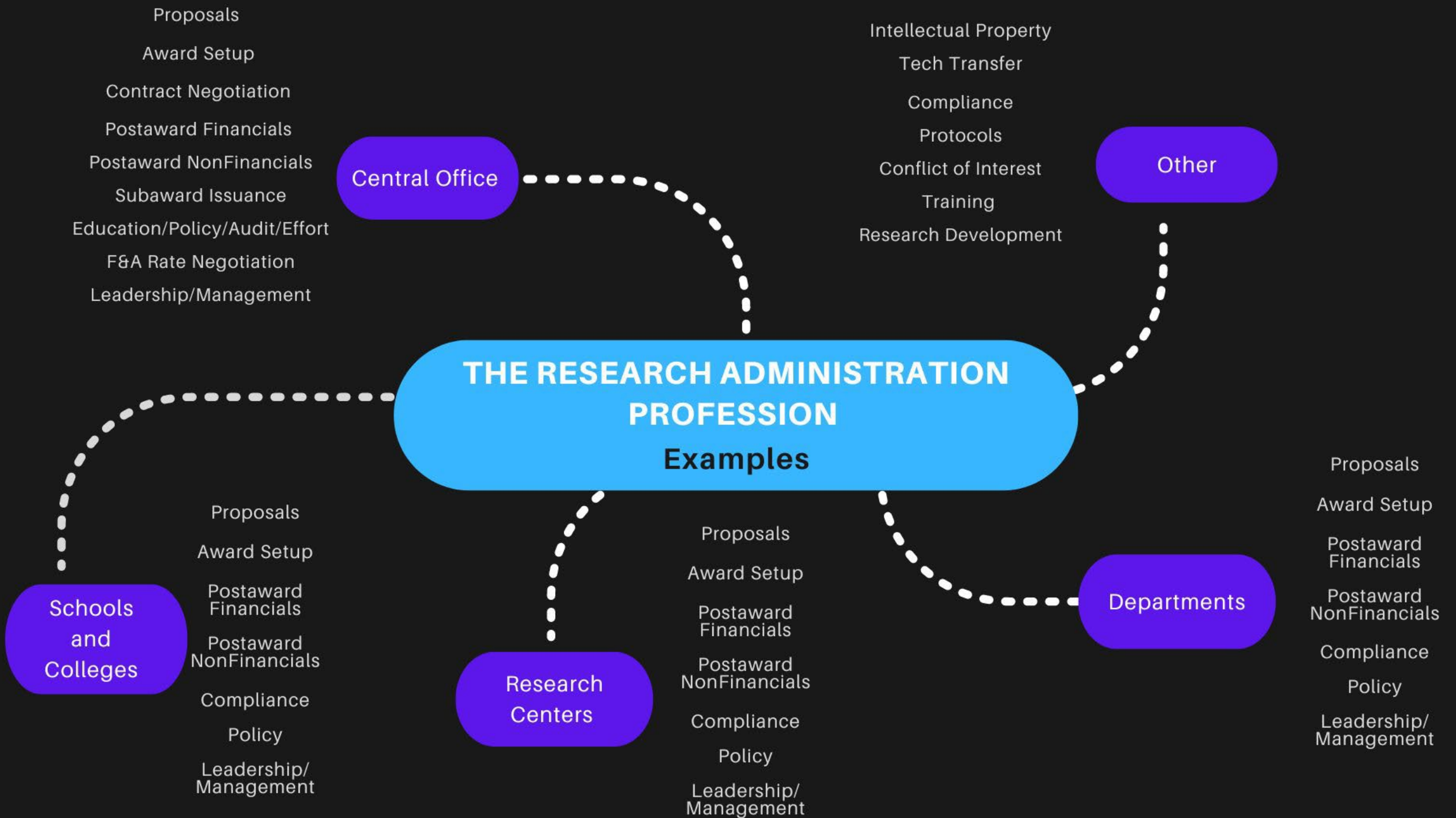


Career Paths in Research Administration

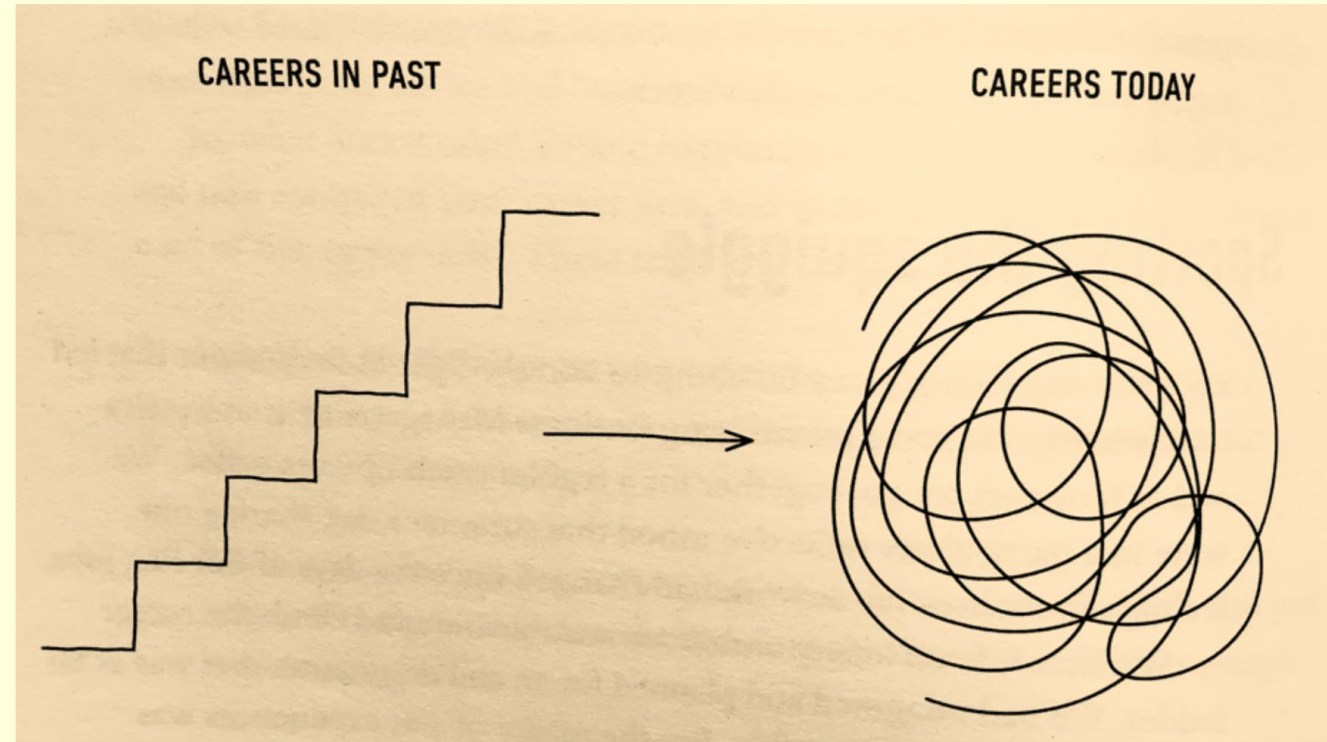
- “Squiggly Careers” vs “The Ladder”.
- A shift of perspective can open up possibilities!



Sarah Elis and Helen Tupper



Career Evolution



Source: *The Squiggly Career* by Helen Tupper & Sarah Ellis.

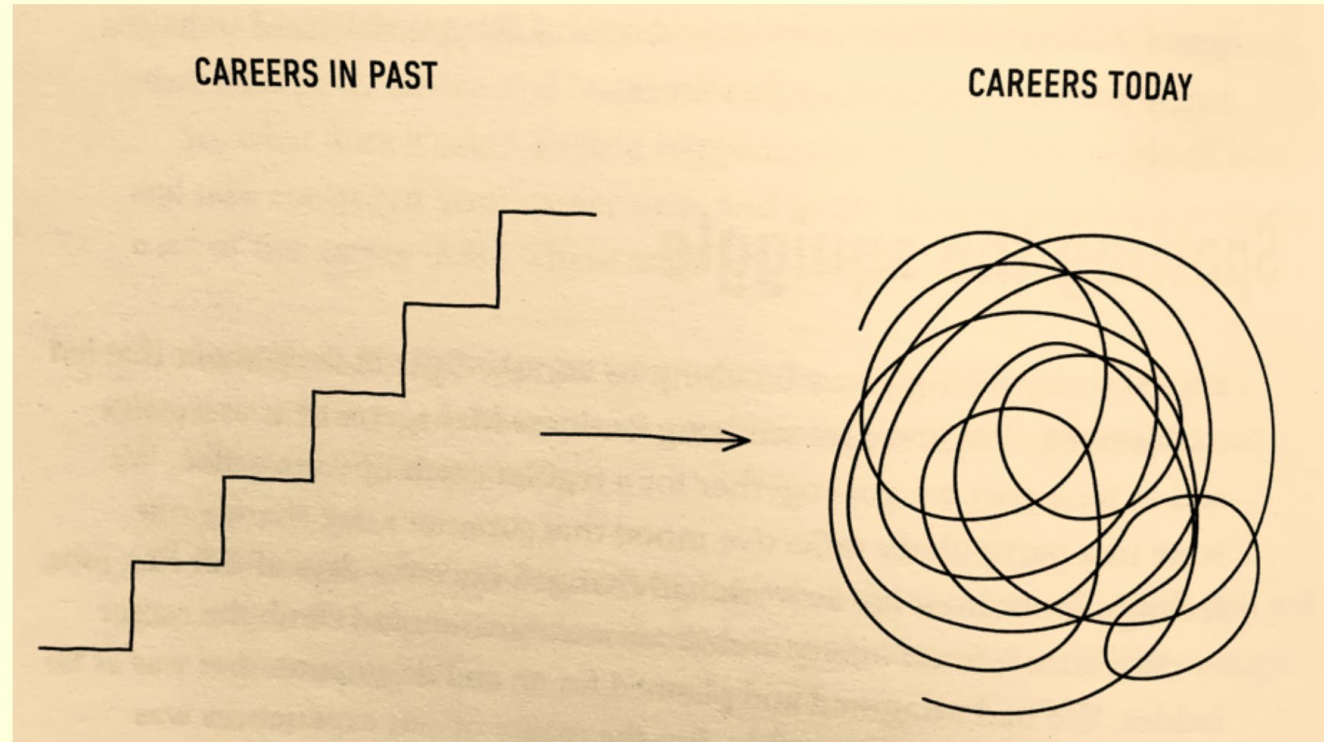
What about our Squiggly Careers?

Think Pair Share

How has your career squiggled?

Do you have hopes of a future squiggle?

Considering the Future



Source: *The Squiggly Career* by Helen Tupper & Sarah Ellis.



Reflection Assessing Yourself

What strengths and skills do you already have in our field?



* Which ones can be used in other positions or fields?

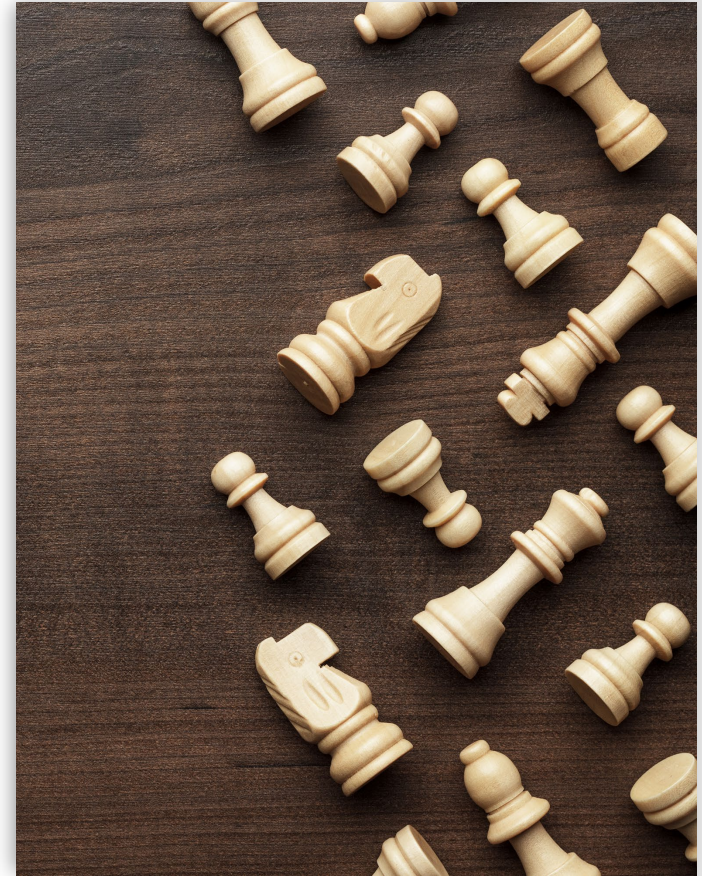
- Contracting/Negotiations
- Accounting/Budgeting
- Customer Service
- Training
- Process Improvement
- Multi-tasking
- Problem-solving
- Tools/electronic systems
- Project management
- Communication Skills
- Diplomacy
- Management
- Administration

Reflection Other Relevant Skills & Strengths



What skills do you have that are not specific to our field?

- Ones that you didn't gain in research administration
- That maybe come naturally to you (and you think are easy...)



Reflection

You are Uniquely You!



What do you gravitate towards at work?

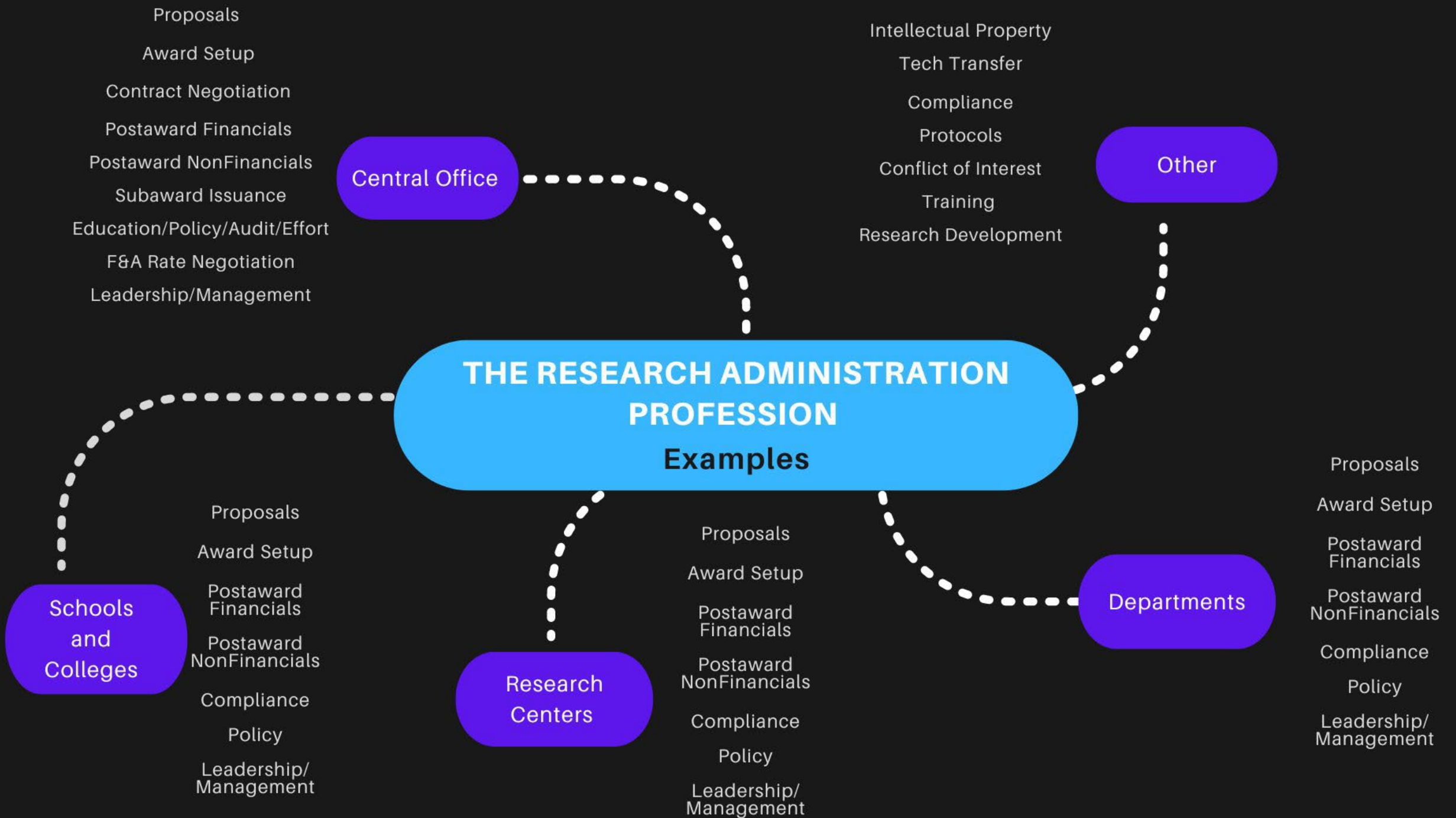
What excites you? Projects, types of proposals, types of awards, PIs, fields of science.

What might your ideal job look like?

Then watch job boards, talk with professionals in positions like the ones you want, look at org charts across the institution.

Putting it all Together





Think - Pair - Share

What important transferrable skills do you already have?

What do you gravitate towards at work?

What excites you: Projects, types of proposals, types of awards

What might be your ideal job?

**What skills are you hoping to grow to get there?*



When there is a gap:

- LinkedIn Learning
- CRA, NCURA, SRA, NORDP, AUTM
- Practice in your own position- taking on new projects
- University courses – HR or Professional Development Office
- Books/YouTube/articles
- Mentors – RED or NCURA
- Your network(s)!
- Graduate Programs
- What else?



Graduate Programs

City University of New York

- M.S. in Research Administration and Compliance

Emmanuel College

- M.S. in Management, Specialization in Research Administration

University of Central Florida

- Master of Research Administration

GOAL SETTING

S

SPECIFIC

M

MEASURABLE

A

ATTAINABLE

R

RELEVANT

T

TIME-BOUND

Make SMART Goals

SMART Goals Can Help:

- Give us an Objective
- Identify Strengths & Weaknesses
- Narrow our Focus
- Provide Motivation
- Cut out Irrelevant Goals/Tasks
- Identify Long-Term Aspirations



**Refine your
goals until they
align well with
your values.**

**Goal:
I want to become a
manager**



Why do you want
to do that?

Because I want to share my
knowledge with others

Why do you want
to do that?

Because I want to support my
research administration
community in skill
development.

Why do you want
to do that?

Because I want to have a
greater impact in my
institution

**Goal: I want to move
into a central office
role**



Why do you want
to do that?

Because I want to utilize my
knowledge and skills outside
of my current department.

Why do you want
to do that?

To grow my network and
support research
administration on a larger
scale.

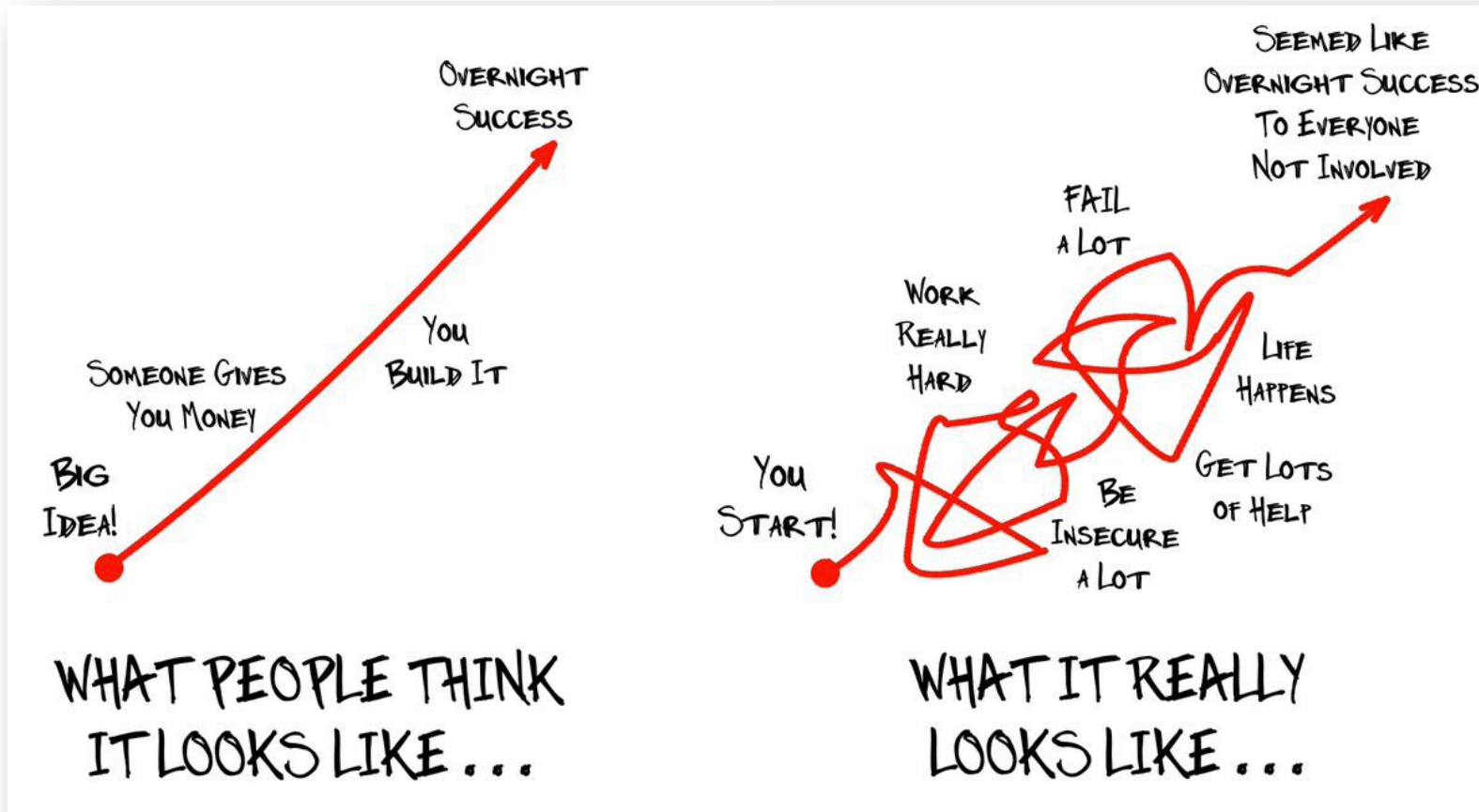
Why do you want
to do that?

Making connections,
supporting others, and getting
recognized by my peers is
important to me.

Final Thoughts



Final Thoughts



Final Thoughts



GROWTH

SUCCESS

Final Thoughts



Navigating Career Paths in Research Administration

Questions and Discussion

