

Associate Director, CompGen
University of Illinois at Urbana-Champaign

The Associate Director will report to the CompGen Director and will be responsible for overseeing and coordinating administrative activities within the CompGen initiative. This will include working closely and supporting individual faculty on all financial and human resource matters, and also working closely with the CompGen Director who has overall responsibility for the CompGen initiative at UIUC.

Major Duties and Responsibilities:

The Associate Director will oversee the day to day operation of CompGen, including oversight of the CompGen budget. They will provide the Director with regular updates on the budget. In addition, the IGB and CSL Business Offices, Communications Groups and IT Groups will provide support to CompGen, and will have dotted line reporting relationships to the Associate Director. The Associate Director will be responsible for coordinating the support services provided by these groups. In addition, the Associate Director will also work closely with CompGen faculty to identify funding opportunities in the major research thrust areas, and provide any logistical support required to foster and develop research partnerships. The Associate Director will serve as a non-voting member of the CompGen Executive Committee.

Position Requirements and Qualifications:

A M.S. in Computer Science or a related field is required, with a Ph.D. preferred. Extensive experience working in University grant and budget administration is required. Experience working with biologists, computer engineers and computer scientists in a collaborative setting is also required. Experience managing the administration of a large multidisciplinary program is preferred.

Please create your candidate profile at <http://jobs.illinois.edu> and upload your letter of interest (including email address), resume and contact information for three professional letters of reference by July 28, 2014. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date. All requested information must be submitted for your application to be considered. For further information regarding the application procedures, you may contact Kim Johnson, kljohns@illinois.edu.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, or status as a qualified individual with a disability. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).