

Associate Director, NIH Big Data Center of Excellence
University of Illinois at Urbana-Champaign

Primary Position Functions/Summary:

The Associate Director will be responsible for overseeing and coordinating administrative activities for one of the first NIH Big Data Centers of Excellence (BDCE) in the country. Reporting to the Executive Director, responsibilities include working closely with and supporting individual faculty on all financial, human resource and reporting matters. This position is a 12-month, 100% time academic professional appointment with regular University benefits.

Major Duties and Responsibilities:

The Associate Director will oversee the day to day operation of BDCE, including oversight of BDCE budgets and coordination of the management structure. S/he will provide the Executive Director with regular updates on the budget and on the state of all BDCE projects, in close coordination with the IGB and CSL Business Offices, Communications Groups and IT Groups, which will have dotted line reporting relationships to the Associate Director. The Associate Director will be responsible for organizing meetings of the governing bodies and committees of BDCE (Steering Committee, Strategic Planning Committee, External Advisory Committee, etc.), and for preparing reports to BDCE funding bodies. The Associate Director will serve as a non-voting member of the BDCE Steering Committee.

The associate director also will provide administrative support for CompGen, a new campus initiative that brings together computer scientists, computer engineers, bioinformaticians, and genomic biologists to create research teams that obtain funding to address the most pressing computational challenges in the analysis of genomic data. Reporting to the CompGen Executive Director, the Associate Director will work closely with CompGen faculty to identify funding opportunities and provide the logistical support required to foster and develop research partnerships.

Position Requirements and Qualifications:

A M.S. in Computer Science, Life Sciences 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. The position requires strong organizational skills, facility with numbers, and attention to detail.

Salary will be commensurate with training and experience. The proposed starting date is negotiable after the close date. 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 October 27, 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).