Program Manager, KnowEnG Big Data Center of Excellence
University of Illinois at Urbana-Champaign

Primary Position Functions/Summary:
The Program Manager will be responsible for overseeing and coordinating administrative activities for KnowEnG (www.knoweng.org), one of the first NIH Big Data Centers of Excellence 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.

Major Duties and Responsibilities:
Oversee the day to day operation of KnowEnG, including oversight of KnowEnG budgets and coordination of the management structure. Manage the budget and the coordination between all KnowEnG components and projects, in close cooperation with the IGB Business Office, Communications Group and IT Group. Ensure efficient communication with the NIH Officers supervising the KnowEnG Center, manage the relationship with the NIH BD2K group and with the other BD2K-funded Centers. Work with the KnowEnG Principal Investigators and Executive Director to establish and maintain a seamless organization across the research, training, coordination and administrative components of the Center. Develop the agendas, schedule and keep minutes of meetings of the governing bodies and committees of KnowEnG (Steering Committee, Strategic Planning Committee, External Advisory Committee, etc.). Prepare reports to KnowEnG funding bodies, from the collection of data to the production of formal documents and financial reports. Have primary responsibility for organizing training (online materials, courses and workshops, hackathons) and consortium-level activities (exchanges of students, joint meetings) for KnowEnG. Coordinate the outreach activities of the Center, and the content of its Web site. Serve as a non-voting member of the KnowEnG Steering Committee. Supervise the Administrative Assistants assigned to the Center.

The scope of this position may be expanded to encompass duties for the CompGen initiative.

Position Requirements and Qualifications:
A Ph.D. in Computer Science, Life Sciences or a related field is required. Experience working with a multidisciplinary team of scientists in a collaborative setting is required. Experience managing the administration of a large multidisciplinary program is preferred. Experience working in University grant and budget administration would be a plus. The position requires strong organizational skills, excellent command of office productivity tools, strong oral and written communication skills, facility with numbers, and attention to detail.

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 8, 2015. 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.

Salary will be commensurate with training and experience. This is a full-time academic, non-tenure track position funded by grant monies on a year-to-year basis. The proposed starting date is negotiable after the close date.