This position will manage, coordinate and organize Rockefeller Foundation-funded K-12 testing programs from the University of Illinois at Urbana-Champaign.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEO.

MAJOR DUTIES AND RESPONSIBILITIES

- Coordinate and manage COVID-19 testing in 4-6 participating school districts, including arranging data management, operation procedures, and troubleshooting.
- Coordinate with Shield Illinois to organize test deployment across schools.
- Develop, monitor, and evaluate budgets for the PI. Including specific operations strategies, forecasting, purchasing and invoice approval, and strategic planning.
- Coordinate and attend Rockefeller’s Cross-City learning Group calls and other related virtual meetings.
- Prepare and deliver oral and written communications, presentations, and reports about the Shield IL efforts in K-12 schools.
- Help pursue and coordinate additional funding sources or mechanisms to continue and/or expand Shield IL efforts related to more rapidly reopening K-12 schools, especially in underserved districts.
- Be prepared to pivot day-to-day activities in response to changing conditions related to local, state, and national COVID19 pandemic impacts and public health responses.
- Other duties as assigned related to ensuring successful Shield IL efforts in K-12 schools.

QUALIFICATIONS

Education:
- **Required:** Bachelor Degree
- **Preferred:** Master’s or PhD degree in a health or education-related field

Experience:
- **Required:** Project management experience. Ability to communicate to multiple and diverse team.
- **Preferred:** Experience with K-12 education system, particularly in underserved areas. Data management experience.

Knowledge Requirements:
- **Required:** Broad knowledge of public health principles. The ability to work independently and take initiative when needed.
- **Preferred:** Understanding of patient privacy and health protection principles.
Salary: Commensurate with experience

To apply, all candidates must submit letter of interest and resume to Rebecca Lee Smith, Associate Professor of Epidemiology at rlsdvm@illinois.edu by 5pm on December 14, 2020.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit Policy on Consideration of Sexual Misconduct in Prior Employment