

Project Manager, RIPE

Carl R. Woese Institute for Genomic Biology

University of Illinois at Urbana-Champaign

Description: Coordinate data management across all partners, ensure a high degree of coordination between collaborators and ongoing and/or planned research activities and participate in decisions for changes in the project scope of work and go or no-go for project objectives. Budget management for all expenditures for U of I and all partner institutions, equipment purchases, reallocation of funding, and financial reporting. In addition, responsible for material transfer agreements for transport of certain goods.

Major Duties and Responsibilities:

- Coordinate the development and execution of required MTAs, obtain USDA/APHIS certifications for permits for the importation into the U.S. and transit through the U.S. for regulated plants (such as genetically engineered plants) via the APHIS ePermits system, and obtain biosafety project registration with the Institutional Biosafety Committee.
- Coordinate data management across all partners. Coordinate all project communications by implementing communications systems and processes to ensure the timely data release and sharing of science and technology information for the project members and also external sources.
- Arrange, attend and participate in meetings with the Scientific Advisory Committee, Directorate, and Research Objective Leaders.
- Disseminate scientific and technological data and findings for report preparation.
- Coordinate and monitor milestones and tasks.
- Manage the recruitment, hiring, and orientation of project staff. Supervise assigned staff including task assignment, ongoing performance management with coaching and feedback, career development mentoring, leave/travel approval, and conducting annual performance reviews.
- Identify and manage project risks.
- Serve as point of contact between the sponsor and the PIs leading the projects.
- Liaison with project sponsor regarding budgetary and fiscal management, milestones and other project related issues.
- Coordinate and facilitate monthly team meeting, annual meetings, and sponsor site visits.

Education:

Required: Bachelor's degree

Experience:

Required: One to two years of experience in managing teams, data and work processes in

order to efficiently and effectively direct and lead. Experience in project coordination of research projects in an academic environment. Ability to communicate to multiple, diverse teams and work in a complex and challenging environment both autonomously and collaboratively as part of a team. Demonstrated ability to efficiently execute project tasks.

Preferred: Experience with (1) developing materials to successfully convey information to audiences at all levels, (2) assisting scientists with the preparation of proposal funding applications including drafting non-technical sections of proposals, as well as editing drafts produced by others, and (3) developing budgets and budget justifications.

Knowledge Requirements:

Required: Extensive knowledge of Microsoft Suite, Outlook, ordering systems, financial tools and strong working knowledge of advanced project management practices.

Salary will be commensurate with experience and qualifications. This position is a 12-month, 100% time academic professional appointment with regular University benefits. 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 5, 2018. 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 Jacinda King, jkking@illinois.edu.

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

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/EEQ>. To learn more about the University's commitment to diversity, please visit <http://www.inclusiveillinois.illinois.edu>