UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Director, Institute for Immunology & Informatics (I-Cubed)

DIVISION: Academic Affairs (CELS: CMB)

REPORTS TO: Professor and Director of Institute for Immunology & Informatics

GRADE: 12

SUPERVISES: Senior Research Grants Administrator

BASIC FUNCTION:

Responsible for the oversight and administration of the Institute for Immunology & Informatic’s research programs, as well as for the following: overseeing federal grant administration and managing multiple grant budgets; coordinating communication among the Institute’s administrators; administering the HR evaluation mechanism(s) and reporting requirements; working closely with Principal Investigators to identify pilot projects and implement peer-review selection process; interfacing with the Institute’s administrators and external decision-makers/stake-holders at the public, private, and institutional levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administer budgets and manage financial resources for multiple research programs.

Perform budget and cost accounting analyses, identify budgetary variances, and incorporate findings to recalibrate project timelines and resources.

Coordinate on-site training programs and conferences.

Support PI and co-director in the implementation of a peer-review selection process, required to identify pilot research projects.

Coordinate communication among researchers.

Support the co-director in the administration of the Institute (e.g., calendar, assembling grants, interfacing with facilities manager, tracking/ordering equipment).

Set up an internal human resources infrastructure, and administer HR functions in conjunction with the I-Cubed co-director.
Coordinate and maintain purchase orders and invoices for payment. Maintain a spreadsheet or database for tracking the status of these documents.

Establish, maintain and update Institute files (e.g., training records, org charts, salaries).

Lead in the development of strategies and long-term plans for project management activities. Coordinate the priorities and schedules of project work.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Standard personal computer software, including, but not limited to, relational databases, spreadsheets, workflow, and project management.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master’s degree in business administration, public administration, public health, or related field; minimum of five years of professional-level experiences which include project management, significant financial management, and collaborative public/private partnerships; demonstrated experience managing large multi-phased financial resources and budgets, including hands-on experience writing and managing budgets in a finance environment, and in creating budget-versus-actuals for more than one budget; excellent EXCEL skills; high computer proficiency and information management skills; proficiency in Microsoft Office (Word, Excel, Powerpoint); experience organizing meetings and conferences; demonstrated success in project lifecycles from concept to implementation; demonstrated ability to organize, coordinate, and supervise support staff, with experience in managing large staff of direct reports; HR experience; superior analytical, communication (both oral and written), and interpersonal skills; ability to work with a diverse population; ability to multitask in a fast-paced environment, and to work with minimal supervision in a deadline-driven environment; experience coordinating projects across organizational functions and among the public, private, and non-profit sectors; experience working with federal grant processes; excellent organizational skills, with ability to be detail-oriented; experience working in an environment requiring confidentiality.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.