

Job Code:..... 100309  
Position #: (PSA) (E)..  
Developed by:....KLaP  
Reviewed by:.....SG  
Approved by:.....SG  
Date:.....09/15

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Coordinator, Rhode Island Infectious Diseases Research Program (RIID)

**DIVISION:** Academic Affairs (College of Pharmacy/Pharmacy Practice)

**REPORTS TO:** Professor/Principal Investigator

**GRADE:** 10

**SUPERVISES:** Support staff, graduate students and research fellows

**Basic Function:**

Coordinate the programmatic, administrative, and operational functions essential for the efficient functioning of the multi-institutional Rhode Island Infectious Diseases Research Program (RIID). Assist the Director, and the Associate Director, in the following major areas: 1) Coordinate the activities of one or more grants both within the College and with external partners; 2) Provide coordination of financial matters pertaining to administration of all RIID budgets; 3) Coordinate and execute a wide variety of clinical and scientific publications; 4) Serve as coordinator of support and contact for all RIID staff and research faculty; 5) Oversee data collection, compilation, and submission of progress reports; 6) Provide program assessment for the purposes of policy formulation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage and lead grant activities as per the grant scope of work to ensure milestones are being completed in timely fashion. Communicate and coordinate with all grant investigators, within the College and with external partners, to ensure specific aims are being met.

Write, edit, and manage the production of a wide variety of clinical and scientific publications (hard copy, electronic format, and referencing), under the instruction of the principal administrator, targeting identified audiences, higher education, general public, and the internal community. Manage the marketing, design and distribution of announcements and publications.

Serve as liaison between program staff and affiliated research faculty and faculty and RIID staff involved in research, supporting them in a variety of activities related to the implementation of their project(s) both pre- and post-

**Coordinator, RI Infectious Diseases Research Program (PSA - 100309)**

**Page 2 of 3**

award, specifically, assist in data collection, analysis, and presentation. Prepare on-line reports per funding agency(s) requirements and guidelines.

Assist in the preparation of specialized scientific and clinical data analyses, financial reports, and daily assigned projects as needed by the Program Director.

Provide coordination of financial matters pertaining to all administration of RIID budgets, reconciling them with their approved goals and objectives. Monitor assigned accounts and maintain accurate financial records utilizing the PeopleSoft system. Prepare and maintain Excel spreadsheets for financial reporting and analysis.

Function as a liaison with the College's Business Office team and liaison with other University offices when appropriate, including the URI Graduate School and Office of Sponsored Research.

Supervise and coordinate the work of subordinates, including students.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties relevant to the Rhode Island Infectious Diseases Research Program as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; Microsoft Office Suite (Word, Excel, Access, InDesign, PowerPoint, Outlook), Endnote, Grant support software (Cayuse).

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in scientific studies; Minimum of three years of academic, finance, research, business, or public administration experience in a complex setting; Demonstrated experience with pre- and post- award (grant) administration; Demonstrated experience in managing the production of clinical and scientific publications; Demonstrated experience with analyzing large data sets; Demonstrated experience managing multiple large clinical and scientific grants, large financial resources and budgets; Demonstrated computing skills (i.e., word processing, database management, spreadsheet analysis, electronic mail systems); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; Demonstrated presentation skills; Demonstrated supervisory experience; Demonstrated ability to multitask in a fast-paced, deadline-driven environment; and, Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations.

**Coordinator, RI Infectious Diseases Research Program (PSA - 100309)**

**Page 3 of 3**

**PREFERRED:** Minimum of five years of management experience in a complex clinical and or research setting involving coordination, clinical/scientific writing, purchasing, accounting, budget oversight experience and team/staff management; Demonstrated experience with grant support functions; Demonstrated experience in grant administration, and in reporting to funding agencies; Demonstrated experience in a higher educational setting; Demonstrated experience using InDesign, Endnote, Cayuse, and PeopleSoft software, including human resource and financials modules; and, Demonstrated experience with IRB/IBC submissions.

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