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Position #: (PSA) (E)
Developed by: ... BC
Reviewed by: ... DLJ
Approved by: LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, RI-INBRE Program
DIVISION: Academic Affairs (College of Pharmacy: BPS)
REPORTS TO: Program Director and Program Coordinator, RI-INBRE
GRADE: 10
SUPERVISES: Student assistants and support staff as assigned

BASIC FUNCTION:

Within the Administrative, Developmental Research, and Training Cores of the University's multi-institutional RI-INBRE (Rhode Island IDeA Network for Biomedical Research Excellence) Program, plan and manage various activities, particularly in the following major areas: 1) Manage RI-INBRE funding opportunities processes for junior faculty and mentors at seven network institutions. 2) Organize biannual investigator faculty development meetings; 3) Recruitment of students and faculty into research, training, and experiential programs; 4) Organization of multiple small and large events throughout the year; 5) Manage data collection and compilation, and assist in submission of Annual Progress Report to the National Institutes of Health; 6) Assist with program assessment for the purposes of policy formulation and inclusion in the yearly, comprehensive internal and external assessment of the RI-INBRE Program; 7) Manage tracking of current students, faculty, staff, and committee members during their enrollment in the RI-INBRE program; track prior students and faculty's academic and career advancement, RI-INBRE funded research success, and external funding; 8) Develop and promote RI-INBRE branding via social media, electronic, and print resources by consolidating and posting data accrued throughout the program; 9) Maintain a central department calendar of meetings, events, and conferences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the numerous RI-INBRE activities at the University of Rhode Island and at the seven other institutions in the network; communicate with the stakeholders; develop online forms for data collection and

data entry into the existing databases; manage, design, and maintain the development of the combined INBRE website, including posting of news, events, photos, articles, and videos, by utilizing WordPress for updates and new postings and creating gravity forms to compile data.

In conjunction with the Program Director and Program Coordinator, supervise the promotion of biannual funding opportunities, application and award processes and implementation; coordinate National Institutes of Health (NIH) requirements and update instructions; draft and manage external communications; plan and manage timelines; organize internal and external reviews; communicate with applicants and reviewers. Plan and manage the annual spring and fall Faculty Development meetings to monitor investigators' research progress with mentors, department chair/Steering Committee, and consultants.

Promote RI-INBRE branding to the public and stakeholders: write, edit, and manage the production and distribution of a wide variety of publications (hard copy, electronic format, or both), targeting identified audiences, higher education, general public, and internal community. Manage the marketing and distribution of announcements and publications. Collaborate with network institutions on existing and former students and faculty to promote academic and career advancement, research updates and milestones, and external grants and awards received. Create and manage various listservs for communications. Disseminate regular email communications to all INBRE stakeholders and participants. Manage the RI-INBRE LinkedIn community for networking.

Coordinate and organize meetings, events and participants such as staff and committee meetings, seminars, workshops, biannual retreats, poster sessions, and panel sessions for RI-INBRE activities (travel required); scribe meetings and provide updates for distribution.

Gather, assemble, and organize data and strategic program accomplishments required by the RI-INBRE Program Director and Program Coordinator for use in presentations, meetings, reporting, and in decision-making.

In conjunction with the RI-INBRE Program Director, Program Coordinator, and SURF Program Director, provide leadership for the state-wide SURF Program; engage in outreach and recruiting efforts at the undergraduate student, underrepresented student (collaborating with the URI Multicultural Center), graduate student, and faculty level; coordinate the application, selection, award procedures and implementation, and required housing for applicable research fellows; manage all student and mentor registration for NIH tracking; collaborate with network faculty, grants' offices and Steering Committee members on PUI student registrations; organize the SURF training, recruitment brochures & flyers, seminars, speakers, and meeting spaces; manage all aspects of the Annual RI SURF Conference including reserving space, exhibitors, photographer, dining services, and support staff, promote RI Annual SURF conference registration and

abstract submission on social media, electronic and print media; supervise event setup, registration, and event breakdown; collaborate with the RI NSF EPSCoR RI-INBRE Website; coordinate shared SURF Program activities and to assess and determine future direction/potential of the RI-INBRE SURF Program.

Partner with RI-INBRE fiscal coordinator and business manager to ensure effective processing of day-to-day operations.

Travel to off-campus sites as required.

OTHER DUTIES AND RESPONSIBILITIES:

Prepare requisitions as needed.

Maintain office equipment as needed.

Respond to inquiries about the RI-INBRE Program by walk-in, phone or email.

Develop and maintain calendars for all RI-INBRE Program activities.

Supervise students.

Perform other duties relevant to RI-INBRE as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, scanner, printers; web, database, spreadsheet, Photoshop, and desktop publishing software; all equipment necessary to produce reports, presentations, and publications described above; valid driver's license.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. May climb ladder to hang posters at conferences and other events.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in a science-related field, education, business administration, communications, or a related field; Minimum three years of progressively responsible administrative and/or management experience in a research, education or business environment; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated computing skills (including desktop publishing and Microsoft Office and PowerPoint); Demonstrated experience using database software; Demonstrated ability to plan meetings and events; Demonstrated organizational skills; Willingness to travel off-site; and, Demonstrated ability to work with diverse groups/populations. Must possess a valid driver's license.

PREFERRED: Demonstrated relevant experience in a research setting at a university, college, hospital, foundation, or government agency; Demonstrated experience with outreach programs; Demonstrated experience recruiting students; Demonstrated ability to carry out grant support functions (including grant administration and reporting to funding agencies); Demonstrated familiarity with Wordpress and Gravity Forms; and, Demonstrated familiarity with enterprise business systems.

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