

Job Code:..... 101574
Position # (PSA) (E)
Developed by: CCM
Reviewed byDLJ
Approved by.....LK
Date: 06/30/22

UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION

TITLE: Assistant Director, Education and Training (Pharmaceutical Development Institute) (PDI)

DIVISION: Academic Affairs (Pharmacy: PDI)

REPORTS TO: Director, Pharmaceutical Development Institute

GRADE: 15

SUPERVISES: Support staff, Contract Instructors, Student Interns

BASIC FUNCTION:

Responsible for workshop development, laboratory trainings and associated instruction of GMP principles and practices in pharmaceutical and biopharmaceutical sciences. Develop and deliver curriculum that focuses on workforce development with individuals from internal/external sources. Support the delivery of appropriate coursework and aid in the development of additional courses for both the BPS and PharmD programs. Develop and execute GMP-focused, biopharmaceutical public industry courses. Development and execution of courses include curriculum design, teaching and support of ancillary duties associated with structured/GMP training courses and laboratories.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with PDI leadership team to conduct strategic growth & management training plans including revenue potentials and staffing needs.

Manage instructors time and schedule/identify instructors' availability.

Assist with the management of training operations including development of training materials, lab exercises, equipment specifications and procurement, client relations.

Coordinate with clients for training dates and participants.

Meet with external clients to develop custom training workshops.

Manage training team.

Manage the training center and its components.

Assist with the development of curriculum in functional areas of manufacturing operations.

Deliver training materials.

Organize weekly training meetings/individual meetings with instructors.

Update existing curriculum based on industry practices.

Develop and review course evaluations with metrics.

Specify new equipment purchases needed for trainings.

Maintain and operate training equipment.

Support PDI marketing to expand client base.

Support other units of the PDI (Manufacturing, Analytical) when necessary.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, spreadsheet, database management. cGMPs, QMS (CAPA, OOS, Deviations, etc.), Manufacturing, Validation, Facilities, EH&S; Manufacturing laboratory equipment.

ENVIRONMENTAL CONDITIONS:

This position will not be substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's Degree in Life Sciences or Pharmaceutical Sciences; Minimum seven years of industrial manufacturing experience; Minimum three years of industry training experience; Demonstrated knowledge of cGMPs, QMS (CAPA, OOS, Deviations, etc.), Manufacturing, Validation, Facilities, EH&S; Demonstrated knowledge of Manufacturing Operations (small and

large molecule); Demonstrated experience in Aseptic Processing and Environmental Monitoring principles; Demonstrated operational and preventative maintenance experience with equipment used in the manufacturing process and training purposes (bioreactors, validation equipment, microscopes, etc.); Demonstrated experience in the development of biopharmaceutical curriculum and delivery; Demonstrated experience working with industry clients to develop customized training lectures and supplementary laboratory exercises; Demonstrated experience with online course development and delivery; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

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