

Associate Director, Pharmacology Research

Hiring Department: Pharmacology and Regenerative Medicine

Location: Chicago, IL USA

Requisition ID: 1021117

Posting Close Date: 01/25/2024

About the University of Illinois Chicago

UIC is among the nation's preeminent urban public research universities, a Carnegie RU/VH research institution, and the largest university in Chicago. UIC serves over 34,000 students, comprising one of the most diverse student bodies in the nation and is designated as a Minority Serving Institution (MSI), an Asian American and Native American Pacific Islander Serving Institution (AANAPSI) and a Hispanic Serving Institution (HSI). Through its 16 colleges, UIC produces nationally and internationally recognized multidisciplinary academic programs in concert with civic, corporate and community partners worldwide, including a full complement of health sciences colleges. By emphasizing cutting-edge and transformational research along with a commitment to the success of all students, UIC embodies the dynamic, vibrant and engaged urban university. Recent "Best Colleges" rankings published by U.S. News & World Report, found UIC climbed up in its rankings among top public schools in the nation and among all national universities. UIC has nearly 260,000 alumni, and is one of the largest employers in the city of Chicago.

Description:

Position Summary

This position provides high level assistance to Department Head, Faculty Executive Committee, and the Director of Administrative Operation to facilitate department research operations, including mentoring faculty on grant submissions, managing training grant and program project grants, advising Pre and Postdoctoral trainees and fellows, and evaluating lab space utilization and effective assignment.

Duties & Responsibilities

- Lead grant management on NIH T32 training grant and two NIH Program Project Grants. Advise trainees on research programs and poster presentation skills to achieve desired job placement after completion of training. Enhance the training programs within the department and serve as the leader and ensure successful competitive renewal of the training grant. Aid in the recruitment and evaluation of trainees and the programs, ensuring we are meeting internal and external goals.
- Guide junior faculty researchers and postdoctoral research associates on grant proposal to funding agencies, NIH, AHA, CDC, etc. This includes identifying appropriate RFAs, guiding through the application process, providing scientific feedback on proposals, editing of documents, drafting of ancillary documents, and submitting proposal.
- Manage the Department's undergraduate summer fellowship program and PhD candidate internship program.

- Use scientific background to assess departmental research space needs and assist Department Head and leadership on research space allocation for best utilization.
- Assist the Department Facility Committee to identify essential department equipment updates and maintain state-of-the-art research facility of the department for expansion of research capacity.
- Should have knowledge of regulatory compliance for advising trainees and faculty. May include assisting faculty in drafting, editing, and submitting regulatory documents such as IACUC, IBC, IRB, MTA, and FDA) as well as maintaining training and inspection record.
- Assist faculty in editing and submitting manuscripts
- Guide and assist junior faculty through the initial set-up of their laboratory. This includes helping to identify needed trainings, inspections, regulatory compliance, space, equipment, and personnel.
- Perform other related duties and participate in special projects as assigned.
- Work closely with College of Medicine leadership on new departmental initiatives, space requests, and other departmental needs. Manage joint research areas.
- Publish biannual departmental newsletter.
- Perform other related duties and participate in special projects as assigned.

Qualifications:

Minimum Qualifications

Master's Degree in basic or clinical science subject required.

Five years of professional level experience in health science related fields.

Knowledge and experience of research funding proposals with NIH and/or private agencies. Knowledge of NIH, AHA, DOD funding agency policies and rules.

Demonstrated oral communication and interpersonal skills sufficient to convey information in a clear, concise way, synthesizing information and presenting it to others.

Preferred Qualifications

PhD preferred

Link to apply:

<https://uic.csod.com/ux/ats/careersite/1/home/requisition/7350?c=uic>

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The university provides accommodations to applicants and employees. [Request an Accommodation](#)