

**Director of Administrative Operations position available at the
University of Illinois at Chicago, Center for Clinical and Translational Science**

The Center for Clinical and Translational Science (CCTS) at the University of Illinois at Chicago College of Medicine is seeking a Director of Administrative Operations to provide high level administrative direction. This position requires administrative experience and skills, as well as substantial appropriate scientific background. Responsibilities include management of all financial and personnel activities including the preparation, monitoring and evaluation of fiscal and annual operating budgets, research grants and contract proposals, as well as the supervision of both academic and non-academic employees.

Who we are:

The Center for Clinical and Translational Science is UIC's hub for clinical and translational health research. The center seeks to accelerate the process of turning scientific discoveries into new tools and treatments that help prevent disease and improve the health of our communities. Since 2008, the center has provided resources and services that support the health research efforts of faculty and students in the colleges of Medicine, Dentistry, Pharmacy, Nursing, Applied Health Sciences, Social Work, and the School of Public Health. As one of the few U.S. universities with the full range of health science colleges- including the largest medical college in the country- UIC has provided fertile ground for the establishment and growth of the CCTS. UIC's location in the heart of Chicago allows the CCTS access to a variety of diverse community groups, helping ensure that research advances are relevant to and used by populations most in need.

Duties:

Expectations include provision of advice, and development and recommendation of administrative policy. The individual will also serve as principal liaison and representative for personnel and financial matters to the University and colleges. The individual will also act as a representative of the Center on campus and university committees and meetings. The Director of Administrative Operations oversees all administrative and business operations for the CCTS; supervises technical and administrative support staff; maintains knowledge of all NIH grant requirements; serves as the liaison between the CCTS and similar, NIH-supported, Clinical and Translational Science Award (CTSA) Centers in the Chicago area and nationally; serves as a liaison with community partners; plays a leadership role in key function committees for the national consortium of CTSA's; and contributes to the development of the clinical-translational science agenda at UIC. The Director prepares both internal and external reports of accomplishments as well as scientific advances for NIH grant reporting, external advisory board members, the CTSA consortium, UIC campus committees, and Core Directors of the CCTS. The candidate must possess independent administrative decision-making and exercise discretion in relationships and discussions with Center members and outside contacts.

Qualifications:

Minimum qualifications include a Master's degree with 5 or more years of experience in an administrative position and evidence of progressive responsibilities are required.

To apply:

Please complete required application located here: <https://jobs.uic.edu/job-board/job-details?jobID=54629&job=director-of-administrative-operations> by September 17, 2015.

For questions, please contact Pankaja Desia (pdesai5@uic.edu)

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.