

Program Coordinator for the Chicago Biomedical Consortium (CBC)
at the University of Illinois at Chicago

The Chicago Biomedical Consortium (CBC) is seeking a Program Coordinator to support the initiative under the direction of the CBC Scientific Director. The mission of the CBC is to stimulate and foster major research collaborations among biomedical scientists at Northwestern University, the University of Chicago and the University of Illinois at Chicago.

A strong, central staff is critical to maintain large-scale collaborations. The Program Coordinator is charged with connecting people, managing projects, communications, and finance in a multi-institutional matrix organization.

Responsibilities include assisting with the day-to-day operations at the Chicago Biomedical Consortium at the UIC site; facilitating communications between the UIC and other CBC sites as well as outside entities; assisting with grant writing, program management, and other administrative tasks associated with the CBC; planning events, preparing routine and special reports, many of which are confidential and sensitive; and providing overall general administrative support.

A minimum of a Bachelor's degree (Master's preferred) in Chemistry, Biology, or Engineering including coursework in science, mathematics, and statistics is required. The candidate must possess excellent oral and written communication skills; have the ability to organize, prioritize, and work under pressure to meet deadlines; be motivated and able to work cooperatively with faculty, staff and students; and have the ability to work with minimal direction, but able to accept direct supervision. Experience with information systems (database and word processing) is required.

This is a full-time civil service position. For fullest consideration, please submit resume, cover letter, and names and contact information for three references to cbcsearches@uic.edu by **Friday, March 16, 2012**. Please reference **Job Code CB0985 and position title Program Coordinator** in the cover letter and email subject.

In addition, official sealed transcripts showing Bachelor's Degree and/or Master's must be received by **Friday, March 23, 2012**. They can be sent or dropped off directly to:

**University of Illinois at Chicago
Recruitment and Staffing
Human Resources Building Room 109
715 S. Wood Street M/C 862
Chicago IL 60612
Attn: CB0985-AE**