



January 28, 2013

POSITION OPEN

Chicago Biomedical Consortium (CBC) Associate Director

Job Description:

Job Title: Associate Director, CBC

Job ID: 20628

Percent Full Time: 100.00

Location: Northwestern University, Evanston Campus

Department: Provost's Office/CBC

Salary Grade: EXS / 9

Minimum to Midpoint Salary: TBD

Job Summary:

The Associate Director works alongside the Executive Director to oversee and manage the many activities of the Consortium, which involves Northwestern, UIC, and the University of Chicago.

All applications received before **March 29, 2013** will be considered. Associate Director must have transportation available to regularly visit UIC & UChicago.

Specific Responsibilities:

- Collaborates with faculty to plan and direct the CBC symposia and workshops in areas of interest;
- Acts as program liaison to coordinate collaborative activities involving individuals at NU, UChicago, and UIC, which will require i) establishing strong working relationships with faculty members who are award recipients or members of advisory boards, and ii) facilitating interactions between faculty at different institutions who are interested in forming inter-institutional collaborations, and iii) staying in close contact with managers of past, current and future CBC-supported infrastructure projects to enhance collaborative use;
- Assumes direction of the CBC's Catalyst Award program, including evaluating submissions and making assignments to reviewers, organizing meetings of the Scientific Review Board, and communicating with applicants;
- Assists with writing projects such as the annual report to the External Advisory Board; participate in the preparation of updates and proposals; analyze, evaluate and prepare reports on the effectiveness of various funding programs; and, if necessary, review applications requesting funding from the CBC and work with authors to strengthen their applications;

- Develops measures of effectiveness for CBC programs and monitor project management by setting goals and developing and implementing policies and procedures within program guidelines to ensure that consistent and acceptable standards are met;
- Manages publicity efforts in local, regional, and national scientific funding communities, create announcements and publicity pieces, and coordinate press releases with the three universities' press and development offices to cultivate exposure and recognition of the CBC;
- Works with the CBC's website manager to develop and write news items, implement new ways to enhance web-based services, and develop a well-thought-out and executed communications (including overseeing the CBC Newsletter) and public outreach strategy;
- Works with faculty to develop Graduate-level courses and student activities in CBC-interest areas, including working with the CBC Scholars program for advanced graduate students;
- Performs other related duties as required or assigned.

Minimum Qualifications:

- A master's degree required, preferably in Biomedical or Natural Sciences or the equivalent combination of education, training and experience from which comparable skills can be acquired.

Preferred Qualifications:

- A Ph.D. in the Biomedical or Natural Sciences or the equivalent combination of education and experience from which comparable knowledge and abilities can be acquired;
- Significant experience with academic biomedical research, management of core facilities, and university administration;
- Experience in writing and/or reviewing grant applications;
- Good interpersonal skills;
- Familiarity with one or more of the CBC institutions;
- Other relevant experience.

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

Northwestern University is an Equal Opportunity, Affirmative Action Employer.

TO APPLY GO TO: <http://www.northwestern.edu/hr/careers/>

Tip: Once on the NU Careers page, go to "External Applicants" link located under the "Careers" and "Search for Jobs & Apply Now" heading. You'll be redirected to Applicant Home page. To view the CBC Associate Director job posting enter **CBC** in keywords field, or, using Advanced Search, enter Job Opening ID: **20628**