

# CHICAGO BIOMEDICAL CONSORTIUM

THE UNIVERSITY OF CHICAGO  
UNIVERSITY OF ILLINOIS AT CHICAGO  
NORTHWESTERN UNIVERSITY



August 26, 2010

POSITION OPEN:

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

The Office of the Vice Chancellor for Research (OVCR) is seeking a visiting Program Coordinator for the Chicago Biomedical Consortium (CBC) to support the initiative under the direction of the Executive Associate Vice Chancellor for Research and the CBC Executive Director. This is a full-time, 12-month position funded by The Searle Funds at The Chicago Community Trust. The mission of the CBC is to stimulate and nurture 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 maintaining large-scale collaboration. Located at the other institutions besides that of the Executive Director, the Program Coordinators are 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 University of Illinois at Chicago 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 required (Master's preferred). A degree in biomedical, computer, or natural sciences is strongly preferred. 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, & students; and have the ability to work with minimal direction, but be able to accept direct supervision. Experience with information systems (database and word processing) is required.

Please send an electronic application, including (1) cover letter; (2) resume, and (3) the names and addresses of at least three references to the Search Coordinator, Mrs. Sheretta Abrons-Borden, [sfuller@uic.edu](mailto:sfuller@uic.edu), OVCR, 310 AOB (MC 672).

The University of Illinois is an Affirmative Action, Equal Opportunity Employer.