

Summary			
JOB DESCRIPTION NO: 358725	VERSION: 1	PREVIOUS JD NO:	POSITION CONTROL NO:
DEPARTMENT: MEDICINE	UNIT CODE: 000303	VC AREA: HEALTH SCIENCES	
INCUMBENT NAME:	PHONE:	INCUMBENT EMAIL:	WORK LOCATION: Main Campus
PAYROLL TITLE: ACAD PRG MGT OFCR 3	TITLE CODE: 4330	SALARY GRADE: CT 23	HEERA: All Others, not Confidential
BACKGROUND CHECK REQD? Yes	C.O.I. DISCLOSURE REQD? No	PHYSICAL REQD? No	
SUPERVISOR NAME: Elizabeth J Johnson	PHONE: 858-246-2103	SUPERVISOR EMAIL: ejj001@ucsd.edu	SUPERVISOR TITLE: ACAD PRG MGR 1

Overview

WORKING TITLE
Program Manager (100%)

DEPARTMENT OVERVIEW

The San Diego Center for Acquired Immunodeficiency Syndrome (AIDS) Research (SD CFAR) is one of 19 National Institutes of Health (NIH) funded academic centers providing administrative and shared research support to synergistically enhance and coordinate high-quality human immunodeficiency virus (HIV)/AIDS research projects at academic institutions across the U.S. The SD CFAR supports multidisciplinary research to end the HIV epidemic and is recognized as a Tier 3 Center at the highest quality of research and funding. SD CFAR includes researchers at UC San Diego, San Diego State University, La Jolla Institute for Immunology, Scripps Research, and the VA San Diego Healthcare System. The HIV Institute (THI) is a University of California San Diego Center that encompasses all HIV/AIDS researchers and programs on campus.

POSITION OVERVIEW

Incumbent will administer the SD CFAR Developmental Core and International Core program components and operational requirements. The incumbent independently develops and manages communication plans as well as maintains and expands effective communication tools to engage faculty and administrators and encourage increased participation in SD CFAR and THI services and events, such as websites, applications, social media, symposia, seminars, grant writing support, etc.

Works under direction of the Administrative Director and/or Principal Investigator to establish objectives and programming. Incumbent must have a high degree of flexibility with the ability to work proactively, as part of a team, with initiative and creativity. Incumbent will independently perform the full range of responsibilities within the function; will possess broad job knowledge; and will analyze problems/issues of diverse scope and determine solutions relevant to SD CFAR and THI.

Administers all finance, human resources and facilities and other operational activities for small to mid-sized academic or research program. Administers major program components, and some or all of the program's operational requirements for SD CFAR and THI. Develops and organizes conferences and other public forums. In conjunction with leadership, the incumbent prepares grant submissions and reporting.

EDUCATION AND EXPERIENCE

Advanced degree in related area and / or equivalent experience / training.
Three (3) or more years of relevant experience.

Doctorate in related area and/or equivalent experience training preferred.

SPECIAL CONDITIONS

Fluent in English, or English and Spanish preferred.

LICENSES AND CERTIFICATIONS

EMPLOYEES DIRECTLY SUPERVISED

EMPLOYEES SUPERVISED THROUGH OTHERS

Areas of Responsibility		
AREA OF RESPONSIBILITY		TOTAL PERCENT
I. Key Responsibilities		100%
Assesses program's effectiveness, and recommends changes to program's content, policies and procedures accordingly. Works with leadership to design and develop comprehensive emerging investigator development programs. Independently develops processes and procedures to carry out new programs, which involve extensive research into existing procedures and consultation with academic and staff personnel.	Percent 30%	Essential Yes
Administers a small to mid-sized program with primary responsibility for administrative and programmatic activities. Seeks collaborations with premier academic institutions to initiate innovative, cross-institutional engagements. Networks with organizations, across multiple industry sectors, foundations, institutes, and across multiple academic and educational specialty areas to forge partnerships, share information and generate ideas. Works with management to create, develop, and implement long- and short-term strategic communications plans and/or projects. Coordinates design, production and distribution of promotional materials, including internet or web materials, press releases, advertisements, catalogs, brochures, flyers, signage, presentations, displays, exhibits, etc. Develops and implements programs, events and/or communication strategies designed to promote programs and projects within the academic community.	Percent 30%	Essential Yes
Works with program leadership to identify and pursue funding opportunities and revenue streams. Assists with the compilation and submission of complex multi-country, multi-PI, international grant proposal preparation, review, routing and submission to funding agencies. Interprets and communicates federal, state and private agency regulations. Develops and analyzes budgets and provides guidance to faculty for the submission of grant applications. Ensures that all administrative and regulatory requirements are in place after funding recommendations. Oversees the submission of human subjects' protocols and material transfer agreements. Serves as liaison with School of Medicine grants office, department business office, and faculty. Provides additional information as requested by funding agency (i.e. revised budgets, corrected protocols, informed consents, etc.) as needed. Serves as liaison with NIAID Medical Officer and program staff to ensure that all NIH requirements are met for clinical review of all international studies.	Percent 20%	Essential Yes
Participates in the program budgeting and accounting processes to support financial infrastructure of program.	Percent 10%	Essential Yes
Serves on committees representing the program, participating in short term and long term planning. Liaises with other managers of research programs in all SD CFAR member institutions to ensure to ensure effective and efficient program delivery. Provides leadership in managing project activities and ensuring they meet the stated strategic goals by conducting within and cross-project meetings to communicate needs, address problems and develop and implement solutions.	Percent 10%	Essential Yes

Knowledge, Skills and Abilities		
	DESCRIPTION	IMPORTANCE
A	Thorough knowledge of administrative, budgetary, human resources and financial principles and practices.	Required
B	Strong oral and written communication skills.	Required
C	Strong ability to think creatively and independently on concepts requiring advanced analytical skills.	Required
D	Strong interpersonal skills and ability to work with diverse groups to achieve results.	Required
E	Strong ability to work collaboratively with internal and external peers and managers. Strong ability to work with dynamic and diverse group of faculty and staff.	Required
F	Solid fundraising experience.	Required
G	Skills in organization and customer service to effectively manage multiple important priorities. Ability to evaluate, organize, and prioritize workload to meet deadlines.	Required
H	Knowledge and experience coordinating multi-center international studies.	Preferred
I	Knowledge of research procedures and protocols as well as CFAR NIH requirements as they relate to regulatory procedures.	Preferred
J	Experience and knowledge of protocol development and IRB submission.	Preferred
K	Knowledge of UCSD HIPAA regulations as they pertain to research.	Preferred
L	Academic background and experience in selected area of research preferred.	Preferred

Environment			
PHYSICAL ACTIVITIES			
Standing: Occasionally	Crawling: Rarely	Bending: Occasionally	Walking: Occasionally
Climbing: Rarely	Kneeling: Rarely	Sitting: Occasionally	Reaching: Frequently
Balancing: Rarely	Seeing: Constantly	Keying: Frequently	Feeling: Occasionally
Talking: Frequently	Hearing: Frequently	Handling: Frequently	Lifting 0-20 lb: Occasionally
Lifting 20-50 lb: Occasionally	Lifting 50+ lb: Rarely	Carrying 0-20 lb: Occasionally	Carrying 20-50 lb: Occasionally
Carrying 50+ lb: Rarely	Pushing 0-20 lb: Occasionally	Pushing 20-50 lb: Occasionally	Pushing 50+ lb: Occasionally

MENTAL ACTIVITIES		
Reading: Constantly	Writing: Frequently	Calculating: Occasionally
Communicating Orally: Frequently	Reasoning: Frequently	Analyzing: Frequently
ENVIRONMENTAL CONDITIONS		
Confined Areas: Occasionally	Exposed to Weather: Occasionally	Noise Exposure: Occasionally
Vibrations: Occasionally	Extreme Temperatures: Occasionally	Potential Hazards: Frequently
Fumes/Odors/Mists/Dusts: Frequently	Potential Allogenics: Occasionally	Work Inside: Frequently
Work Outside: Occasionally	Other:	
Signatures for Printed Copy		
A. SAFETY		
Based on Labor Code Section 6401.7 it is expected that all employees know and practice all appropriate safety methods and procedures.		
B. PAYMENT OF OVERTIME		
If this position is designated as eligible for premium overtime and is not subject to any collective bargaining agreement, overtime may be paid by either compensatory time off or cash at the option of the department, unless agreement to this effect is not reached, in which case pay shall be provided.		
EMPLOYEE'S SIGNATURE		
I certify that the above description is correct, complete and describes my job as I understand it. I have read both the Safety and Overtime Payment statements.		
Employee's Signature: _____ Date: _____		
SUPERVISOR'S / DEPARTMENT HEAD'S SIGNATURES		
I have reviewed the job description and the above statements and certify to their accuracy.		
Supervisor's Signature: _____ Date: _____		
Dept. Head's Signature: _____ Date: _____		