Precision Medicine Research Administrator

Minnesota Precision Medicine Collaborative (MPMC) is a transformative initiative to use 21st century technologies – including genomics, informatics, bioengineering, analysis of environmental exposures, and behavioral sciences – to tailor health care to the challenges facing individuals and their communities. The goal of the initiative is to bring a better understanding of health, disease prevention, and treatment by tailoring to the individual. This initiative will partner across the state with citizens, patients, and healthcare providers to understand and effectively address major health problems with a focus on health disparities.

MPMC is high visibility, multi-disciplinary Grand Challenge initiative funded by the University Provost Office. The initiative will create 5 highly coordinated working “cores” that will form the basis for advancing precision medicine within the state. It will also form 3 working scientific teams to address 3 priority health areas of research.

This position will be responsible overseeing the day-to-day operations of the initiative. The incumbent will be responsible for coordinating activities relating to the administration of this new initiative. This position will also work closely with the working cores and assist them in organizing their workload. The incumbent must exercise a large amount of independent judgement and requires minimal direction. This position will report to the faculty in the coordinating center.

**Primary responsibilities**

70% Administrative management

- Provide primary administrative support for multiple the principal investigators (PI’s) of this initiative and core leaders.
- Lead or advance precision medicine initiatives as directed by the PIs. Create implementation plans, coordinate the work and activities of the initiative. Develop plans and advise PIs on issues related to process improvement and operational efficiency.
- Identify opportunities for new initiatives related to future grant funding.
- Serve as liaison and resource with other University departments, external individuals and groups regarding the precision medicine initiative.
- Perform day-to-day operational tasks including scheduling, event planning.
- Interact with IT to build and maintain a precision medicine website
- Coordinate meetings and implement processes for capturing the results through minutes, action plans, etc.
- Provide administrative coordination and support for the development, collection, assembly, editing and submission of materials required for further grant applications

20% Communications

- Under the direction of the PIs, plan and implement a communication strategy to promote precision medicine within the University and to external stakeholders across the state.
- Assist in communications to the Provost office regarding progress of the initiative.
- Facilitate and maintain quality communication between PIs, working core leaders and faculty involved in building the precision medicine initiative.
• Proof, edit, format and produce presentations of findings, grant submissions, etc.

10% Financial management
• Provide account management oversight for the precision medicine initiative budget.
• Assist PIs with initial budgeting for grants and sub-contracts related to research initiatives.
• Communicate routinely with internal and external contacts to negotiate contracts and arrange payments for goods and services.
• Identify external funding opportunities in precision medicine such as with NIH, industry and state agencies.
• Assist with applications for external funds.

Qualifications

Required Qualifications
• BA/BS or a combination of related education and work experience to equal four years
• Administrative and project management experience
• Excellent written and verbal communication skills
• Excellent interpersonal and organizational skills
• Experience providing high level administrative support to academic faculty
• Experience preparing, organizing, managing and submitting grant applications
• Proficiency with standard productivity software
• Detail oriented
• Ability to multi-task and strong ability to meet deadlines

Preferred qualifications
• Ability to work successfully with a diverse group of internal and external stakeholders in a collaborative and productive manner
• Ability to work the occasional evening or weekend
• Experience coordinating multiple overlapping grant-funded or time specific projects
• Experience in an environment that has built successful programs and new initiatives
• Community outreach or organizing experience
• Experience with PeopleSoft accounting system
• Previous experience in a higher educational institution focused on research
• Experience and/or training in a field related to Precision Medicine or Health Disparities