

## Clinical and Translational Science Institute (CTSI)

### Job Description

Functional Title: CLIC National Meeting Coordinator  
Job Title/Code: Administrative Assistant / 1256  
Supervisor: CLIC Assistant Director

#### **GENERAL PURPOSE:**

This position is primarily responsible for serving as a coordinator of national web-based meetings for the Center for Leading Innovation and Collaboration (CLIC). Based at the University of Rochester, CLIC connects and supports the work of more than 50 academic research medical centers that serve as hubs for the Clinical and Translational Science Awards (CTSA) Program. The CTSA Program is a National Institutes of Health program created to speed the translation of scientific discoveries into treatments, drugs and devices that improve patient care and population health. The CLIC National Meeting Coordinator plays a pivotal role in helping CLIC to achieve key coordination objectives:

- Plan and coordinate support for the national committees for the CTSA Program. The coordinator will be responsible for providing administrative support to the national committees within the consortium.
- Develop and foster clear and concise communications. The coordinator will be responsible for providing efficient, timely and complete communications.
- Foster engagement with CLIC resources. The coordinator connects the national committees to the resources that CLIC provides to the consortium.
- Promote collaboration. The coordinator identifies ways the different national groups could work together on overlapping areas of interest and communicates the plan.

The ideal candidate is a proactive administrative professional with a mindset of continuous improvement and strong skills in interpersonal relations, project management and written communications. They will be able to fulfill the tasks of day-to-day operations of the assigned group coordination with minimum direction and considerable latitude for independent judgement. The National Meeting Coordinator is expected to attend the bi-annual national program meeting, usually in the Washington D.C. area.

This position reports to the Assistant Director

#### **SPECIFIC RESPONSIBILITIES**

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| 25% | Plans and coordinates the administrative activities necessary for managing all project elements within time limits utilizing project tracking software (ex. Excel, Team Projects or Wrike).   |
| 30% | Plans and organizes all meeting details, including developing, preparing and disseminating meeting agenda and materials, capturing meeting output and follow-up steps in clear minutes, and disseminating documentation in a timely manner. |
| 15% | Develops and facilitates high quality national videoconference calls, including mastery of web-based platforms such as Zoom, etc.   |

- 10% Actively contributes to the planning, design, organizing and production of assigned nationwide CLIC web-based meetings through working closely with CLIC and NCATS staff, including making all necessary arrangements and collaborating with other key stakeholders.
- 10% Works with the Assistant Director with reviewing, making recommendations, and editing standard operating procedures for meeting coordination.
- 5% Provides coordination of other day-to-day CLIC activities as requested by CLIC Assistant Director
- 5% Other duties and projects as assigned.

### **REQUIREMENTS:**

- Bachelor's degree in business management or a research related field and one year of relevant administrative experience.
- Demonstrated professional administrative experience; 3 or more years' experience preferred, including one year in a research office)
- Outstanding writing, editing and interpersonal skills
- Self-starter; proven track-record for managing projects; creative and well-organized
- Team-player; ability to work as a team with the other collaboration staff and within CLIC as a whole.
- Strong skills in interpersonal relations, project management and written communications.
- Able to collaborate easily with faculty, staff, and colleagues at multiple institutions
- Proficiency with Microsoft Office software, especially Word, Excel, PowerPoint and Outlook.
- Knowledge/familiarity with videoconferencing software, preferably Zoom.
- Experience in health care or a higher education environment is a plus.

The University of Rochester is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The University believes that a diverse workforce and inclusive workplace culture enhances the performance of our organization and our ability to fulfill our important missions. The University is committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equal valued and supported.

To apply for this position, go to <https://www.rochester.edu/working/hr/jobs/>, the Job ID: 236156