

CTSI Education Program Administrative Assistant

Job ID 240972

Full Time 40 hours Grade 051 Clin & Trans Science Institute

8 AM-5 PM

GENERAL PURPOSE:

The CTSI Education Program Assistant provides program management and administrative support for the University of Rochester Clinical and Translational Science Institute research education programs. The Education Program Assistant serves as the point of contact for recruitment and admissions to research education programs, data reporting services, and for special support services to graduate students and postdoctoral fellows. The Education Program Assistant works closely with the CTSI Research Education Lead Program Administrator, Director of Research Education and the directors of numerous related educational programs to plan, organize, implement, and evaluate programs. This position requires quick learning, good judgment, independent thinking, and multi-tasking skills.

SPECIFIC RESPONSIBILITIES:

Under general direction from the CTSI Research Education Lead Program Administrator, provides program management and administrative support to CTSI research education and training programs. Program management activities include developing program action plans, monitoring programmatic resources, recommending process improvements, and providing administrative support for program events and initiatives. Specific program responsibilities are outlined below:

- 25% Management of the Translational Biomedical Science (TBS) Graduate Program – Serve as the primary administrative contact and support person for doctoral trainees and faculty involved with the Translational Biomedical Sciences PhD Program. This includes managing budget-related activities and appointment forms for all program enrollees, including tuition, stipend, health coverage, and research-related budgets.
- 25% Provides recruitment and admissions coordination for the TBS program, including managing marketing campaigns, responding to inquiries about the program from prospective students, managing applications within the SLATE system, and execution of recruitment events. Review and update all program related materials, including the program website, student handbook, and events communication.
- 20% Provide guidance and interpretation of academic policies, procedures, and regulations related to matriculation, degree requirements, award and conferral of the PhD degree for the TBS program. Ensure the students have access to accurate information, assist in identifying solutions to academic problems and opportunities that may highlight the student's graduate education experience.
- 10% Manage the CTSA-funded Postdoctoral Fellowship in Population Health program – Review and postdoc payroll information, generate and process xTrain appointment forms, and manage information related to stipend, health fees, and training-related expenses. Provide additional administrative support for recruitment and appointment processes as necessary.
- 10% Provide support for the Mentor Development Working Group – Coordinate, schedule, and prepare agenda materials for the bimonthly Mentor Development Working Group meetings. Facilitate meetings between the Mentor Development Working Group committee members and their student advisees and mentors. Provide additional administrative support as necessary.

- 5% Manage the CTSI Academic Research Track (ART) Year-Out Program – Schedule and execute the annual ART Orientation session for CTSA-funded trainees. Manage trainee appointment forms and research-related expenses. Ensure trainees have access to accurate information, assist in identifying solutions to academic problems. Work with the Program Director and other staff in the Office of Medical Education (OME) to ensure program functionality. Provide additional administrative support as necessary.
- 5% Evaluation and tracking of trainee progress and outcomes – Collect CVs and disseminate REDCap surveys on annual basis from all current and former trainees supported through the programs outlined above to support regular CTSI and NIH-required reports. Maintain and prepare trainee information for use in the CTSI central data system. Generate data tables for program Directors to review student progress and productivity.
- Other projects and job duties as assigned.

REQUIREMENTS:

- Candidates must have a Bachelor’s degree and at least 1 year of experience (2 years’ experience preferred) in an administrative capacity within academia and some relevant experience supporting biomedical research or clinical training programs.
- Candidates must be comfortable working with individuals from groups underrepresented in science. Commitment to equity, diversity, and inclusivity is necessary, given the diverse pool of trainees, scholars, and postdoctoral fellows the CTSI research education programs enroll.
- UR CLASP (Continuous Learning for Administrators of Sponsored Programs), or other grant post-award training preferred.
- Excellent communication skills (including written communication), interpersonal, time management and delegation skills.
- Must be capable of prioritizing activities to ensure timely and effective completion and be able to adjust priorities as circumstances change.
- Ability to function independently and use good judgment in involving program directors and senior colleagues to overcome barriers or make policy decisions.
- Proficient with Microsoft Office software including Word, Excel, and PowerPoint.
- Must maintain expert familiarity with the REDCap, NIH eRA Commons, xTrain, and xTRACT systems.

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, gender identity, 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, equally valued and supported.