Clinical and Translational Science Institute (CTSI)

CTSI Education Program Assistant

Job ID: 235627

Job Title/Code: Administrative Assistant/1256
Supervisor: CTSI Director of Research Education
Location: School of Medicine & Dentistry

Opening

Full Time 40 hours Grade 051

Schedule

8 AM-5 PM

Position Summary:

The CTSI Education Program Assistant provides administrative support and project management for the University of Rochester Clinical and Translational Science career development programs. The Education Program Assistant works closely with the CTSI Director of Research Education and the directors of numerous related educational programs to plan, organize, implement, and evaluate their programs. This position requires good judgment, independent thinking, effective organization and multi-tasking skills.

Responsibilities:

Under general direction from the CTSI Director of Research Education, provides administrative support to CTSI education and career development programs. Program management activities include developing monthly and yearly action plans, monitoring programmatic resources, recommending process improvements, and providing ongoing administrative support for program meetings, events and initiatives. Specific program responsibilities are outlined below:

35% - Provides administrative support for the CTSI KL2 Career Development Program. Duties include distributing the program request for applications (RFA) to various communication outlets, facilitating the application process, organizing application reviews, processing awardee notifications, organizing awardee orientation sessions, assisting awardees with requests throughout their appointment to the program, collecting progress data for annual reports, and follow-up tracking of alumni. Works directly with CTSI finance team in resolution of awardee financial issues pertaining to grant funding. Provides administrative support for program leadership at all meetings and events.

25% - Provides administrative support for the Rochester Partnership for Research and Academic Career Training of Deaf Postdoctoral Scholars (K12) program. Duties include assisting the program with collecting data for required federal-funder progress reports, processing postdoctoral appointments and terminations, collaborating with departments to onboard incoming postdoctoral fellows, liaising with Graduate Education & Postdoctoral Affairs and HR offices as needed to resolve appointment or training issues, and assisting awardees with financial requests throughout their appointment to the program. Works directly with CTSI finance in resolution of awardee financial issues pertaining to grant funding. Provides administrative support for program leadership at all meetings and events, and ensures necessary interpreter service or captioning coverage for all events.

15% - Provides support for the Rochester Bridges to the Doctorate for Deaf and Hard of Hearing Students Program (R25). Duties include assisting the program with required federal-funder reporting, including student appointments and terminations, research-program performance reporting, and renewal submissions. Provides administrative support for program leadership at all meetings and events, and ensures necessary interpreter service or captioning coverage for all events.

15% - Provides administrative support for the Translational Workforce Development Program. Duties include organizing and supporting meetings of the Education Directorate, assisting in the coordination of CTSI education-focused seminars, and assisting in other workforce-development activities for the Research Education branch.

5% - Provides administrative support for the Early Stage Faculty Boot Camp. Duties include coordinating event marketing and logistics, and facilitating attendee registration, catering requests and scheduling presenters. Additionally, the Education Program Assistant will facilitate the daily sessions during the event week and provide support to the program director.

5% - 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. A Master's Degree in Education or a related field would be advantageous.
- 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 NIH eRA Commons, XTrain, and XTract systems.

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How To Apply
All applicants must apply online at the University of Rochester Office of Human Resources Career Opportunities page:

- rochester.edu/human-resources/careers
- Click "Search all jobs"
- Use Job ID# 235627 or the title "CTSI Education Program Assistant"