

Scientific Project Manager

Quantitative Bioscience Ins

Full Time

Job Summary

Independently oversees a moderately sized academic or research program and represents the program to outside organizations. Oversees all administrative operations, finance, human resources and facilities for program. Designs and develops major program components, and administers the full range of the program's operational requirements. Works with faculty on formulating short-term planning and procedures. Develops and organizes conferences and other public forums. Works under direction of Principal Investigator to establish center agenda, funding, objectives.

The Quantitative Biosciences Institute (QBI) at the University of California, San Francisco, is looking for a Scientific Project Manager to facilitate the coordination of large collaborative scientific initiatives of the QBI. As the QBI Project Manager you will work closely with Director Nevan Krogan, project PIs, and the QBI scientific leadership. You will play a key role in managing and coordinating multi-PI biomedical research grants; facilitating communication among multiple stakeholders; tracking project deadlines, aims, and budgets; and driving projects through to completion. You will also play a central role in preparing research manuscripts for publication, grant proposals involving multiple PIs, progress reports, identifying public and private funding opportunities, and more. You will be encouraged to provide scientific input, though you will not be directly engaged in lab research. You will be the right hand for a dynamic team of lead scientists with ongoing investigations in infectious diseases, neurological and psychiatric disorders, cancer, and the development of treatments and drug identification. You should be an accomplished science writer, independent self-starter, creative problem solver, and a hard worker willing to put in long hours when necessary. Some travel. Sense of humor non-negotiable, preferably erring on the side of dry. Finally, all QBI-UCSF employees are obligated to meet the highest standards with respect to accuracy, conflict of interest, intellectual property rights, slander, confidentiality and respect for information sources and readers.

Department Description

The Quantitative Biosciences Institute (QBI) is an Organized Research Unit (ORU) at UCSF that seeks transformative results in biomedicine; QBI supports fundamental quantitative research in the biological sciences. QBI fosters collaborations across the biomedical and the physical sciences, seeking quantitative methods to address pressing problems in biology and biomedicine. Motivated by problems of human disease, QBI is committed to investigating fundamental biological mechanisms, because ultimately solutions to many diseases have been revealed by unexpected discoveries in the basic sciences.

Required Qualifications

- Terminal degree in a related area (PhD, JD, MD, etc.) and / or equivalent experience / training required.
- Minimum 5 years of related experience
- Advanced oral and written communication skills.
- Advanced ability to think creatively and independently on concepts requiring advanced analytical skills.
- Advanced interpersonal skills and ability to work with diverse groups to achieve results.

- Advanced ability to work collaboratively with internal and external peers and managers. Highly skilled fundraising experience. **Preferred Qualifications**
- Academic background and experience in selected area of research.
- Advanced knowledge of administrative, budgetary, human resources and financial principles and practices.
- Highly skilled fundraising experience.

About UCSF

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences. We bring together the world's leading experts in nearly every area of health. We are home to five Nobel laureates who have advanced the understanding of cancer, neurodegenerative diseases, aging and stem cells.

Pride Values

UCSF is a diverse community made of people with many skills and talents. We seek candidates whose work experience or community service has prepared them to contribute to our commitment to professionalism, respect, integrity, diversity and excellence – also known as our PRIDE values.

In addition to our PRIDE values, UCSF is committed to equity – both in how we deliver care as well as our workforce. We are committed to building a broadly diverse community, nurturing a culture that is welcoming and supportive, and engaging diverse ideas for the provision of culturally competent education, discovery, and patient care. Additional information about UCSF is available at diversity.ucsf.edu

Join us to find a rewarding career contributing to improving healthcare worldwide.

Equal Employment Opportunity

The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

To apply:

Send the following to Kirsten Obernier, Director-Science and Strategy, (Kirsten.obernier@ucsf.edu).

- Current CV
- Cover Letter
- Two Reference Contacts