

Science Project Manager (QBI at UCSF)

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. This position is for the classification of Academic Coordinator III.

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.

Tasks include but are not limited to:

- Identify inter-dependent projects and cores, facilitate coordination, track their progress, and determine how such inter-dependencies will affect decisions and timelines downstream in achieving milestones and objectives.
- Partner with research teams and senior scientific leadership to effectively drive projects through to completion.

- Simultaneously track multiple deadlines and coordinate among scientific labs as well as industry partners for ongoing and future projects, manuscripts, proposals, progress reports, seminars, and meetings.
- Ensure project team meetings have a clear agenda, are focused, and the proceedings are documented.
- Use appropriate project management tools to schedule, focus priorities, facilitate decision making, manage timelines, and ensure all are clearly communicated within teams and to external stakeholders, such as the NIH and industry partners.
- Ensure adherence to project scope, track resource needs, resource commitments, and budgets across the portfolio to identify pipeline bottlenecks and synergies.
- Help build the project management function by creating project management tools, processes, and templates.
- In collaboration with team leaders, prepare necessary project documents.
- Interface with legal and finance departments on behalf of scientific staff.
- Science writing, review, and editing.
- Identifying public grant opportunities.
- Identifying philanthropic and private sector grants, donations and gifts, as well as fellowships.
- Organize, Coordinate, and edit the documents necessary for grant proposals and progress reports
- Coordinate for proposals, documents, and meetings with multiple stakeholders that have complex schedule needs.
- Liaise and collaborate with the QBI finance and media teams, HR specialists, the university grants department, and the NIH.

Required Qualifications

- Masters or a PhD in a relevant field
- Demonstrated Project Management experience
- Demonstrated ability writing peer-review manuscripts
- Demonstrated experience in collaborative research projects
- Demonstrated familiarity with the NIH grant proposal and progress report process
- Experience in the use of Microsoft Word, Excel and PowerPoint and Googledocs
- Ability to multitask and quickly prioritize work assignments
- Advanced oral and written communication skills
- Advanced interpersonal skills

Preferred Qualifications

- Familiarity with biomedical research in infectious diseases, cancer, and/or neuroscience
- Experience as a project lead
- Experience leading a multi-PI collaborative research project
- Authorship in a peer-reviewed manuscripts

Please apply online at <https://aprecruit.ucsf.edu/JPF03876> with a CV, cover letter, and the contact information for 2 references.