



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

Program Manager for Research

General Position Summary

The Research Program Manager position requires an individual to perform advanced managerial work administering the operations of the agency research and education program. Work involves reviewing guidelines and procedures, developing schedules, coordinating and evaluating program activities. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Compensation: \$69,415 - \$117,397

Closing Date: April 29, 5:00 p.m.

GENERAL QUALIFICATION REQUIREMENTS:

Experience

Six (6) years full time experience working at a university or Texas state agency is preferred, all of which should be full-time program management experience, including pre-and post-award administration.

Education

Graduation from an accredited four-year college or university with a Bachelor of Science in Biological Sciences, or other relevant field is preferred. Experience and education may be substituted for one another.

Knowledge and Abilities

Knowledge of local, state, and federal laws and regulations relevant to research and training programs and of the principles and practices of public administration and management. Ability to direct and organize program activities; establish program goals and objectives that support the strategic plan; identify problems, evaluate alternatives, and implement effective solutions; develop and evaluate policies and procedures; prepare reports; provide assistance and technical support to agency grantees; work with grant managers assigned to CPRIT research grants; provide technical assistance to grantees with budgetary and programmatic questions; and communicate effectively. Ability to establish positive working relationships with staff and grantees is essential. Ability to work in Microsoft Office Suite and proficiency in Excel.

EXAMPLES OF WORK PERFORMED

Works closely with the Chief Scientific Officer (CSO) to: assist in directing the research grant and review processes; interpret CPRIT rules and policies for applicants and grantees; assist the CSO with assigning applications to appropriate review committees; prepare recommendations for the Chief Executive Officer and CPRIT Oversight Committee. Works with other staff to plan, develop, coordinate and write grant management and application policies.

Provides guidance and assistance in the research program area including facilitating recruitment of members of Executive Scientific Review Committee and individual Scientific Review Committees; works closely with review committee members and their administrators in scheduling meetings; works in the CPRIT electronic grants management system to monitor grant progress, prepare necessary reports and administer the post award requirements of all research grants.

Works with grants management support company to oversee receipt, organization, and tracking of grants; prepares reports on distribution of grants and uses of funds; helps oversee receipt and evaluation of progress; and helps organize/host meetings of scientific review groups.

Performs related work as assigned.

Military Occupational Codes

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at: http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf. Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

Application Instructions

If you meet the qualifications, complete and submit a State of Texas application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711. A State of Texas application may be obtained from <http://www.cprit.state.tx.us/about-cprit/cprit-employment-opportunities>. Applications may also be submitted via WorkInTexas.com.

All résumés must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion. Faxed and emailed applications will not be accepted.

Non-smoking office and building in the Capitol Complex of Austin, Texas.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

Additional information regarding the Institute's history and operations can be found on the agency's web site at www.cprit.state.tx.us.