University of Illinois
Institute for Genomic Biology
Assistant Director for Enzyme Function Initiative

The Enzyme Function Initiative (EFI) is a multidisciplinary, multi-institutional Large Scale Collaborative Center established by the National Institute of General Medical Sciences (NIGMS) of the National Institutes of Health (U54 GM093342) that has been funded for five years(5/01/10-4/3015) at the level of ~$7M/yr in total costs. Overall responsibility for project management is the responsibility of Dr. John A. Gerlt, PD/PI. As a result of the complexity of the project, Gerlt must be assisted by an Assistant Director.

Duties of the Assistant Director: 1) Coordinate and facilitate interactions among ~100 EFI researchers at 9 academic institutions, 2) Direct development, implementation, and dissemination of internal EFI-wide protocols/utilities, 3) Coordinate and manage selection of EFI enzyme targets for functional assignment, 4) Prepare the annual report for NIGMS and other required reports, 5) Financial oversight in collaboration with the Business Office of the IGB, 6) Oversee coordination of semiannual meetings with assistance from IGB Administrative Staff, 7) Direct development of the EFI's online presence for dissemination of EFI goals and progress, including updating content for the EFI website hosted by the Institute for Genomic Biology (IGB)

Position Requirements: 1) MS in biological sciences, 2) Ability to communicate effectively in written documents and orally, 3) Exceptional organizational and interpersonal skills

Specific Duties:
Review/Post RSS feeds of PDB deposits and journal TOCs for EFI relevant publications (daily)
Review/Post Pubcrawler publication reports for all PIs and EFI keywords (daily)
Review/Manage EFI Target Submission (weekly)
Coordinate EFI Target Selection (yearly)
Communicate EFI-wide changes in activities/protocols (~ bi-monthly)
Oversee EFI Monthly Updates (w/ Ricki Alford, monthly)
Oversee/Update EFI Website Content (w/ web admin Gabe Horton, ~bi-weekly)
Monitor/Update EFI Wikipedia page (~ monthly)
Monitor/Update EFI Facebook Page (~ weekly)
Authoring/Revision EFI Tutorials (~ twice yearly)
Attend Webex Meetings (biweekly Protein/LabDB Core plus ~6 Bridging Project Meetings/Mo)
Update/Renew EFI1/EFI2 Webex Accounts (~ bi-monthly)
Provide New Member Info and Set-up (~ bi-monthly)
Monitor/Update EFI listserv addresses (~ bi-monthly)
Oversee Semiannual Meeting Planning (w/ Debbie Piper, twice yearly)
Organize EFI Poster Session (yearly)
Review and Process Subcontract Invoices (~ weekly)
Review Account Summaries (monthly)
Review Projections (~ monthly)
Oversee EFI Renewal Submission to NIGMS (yearly)
Edit Core and Bridging Project Progress Reports / Review Budgets (yearly)
Author Administrative and UIUC Data Core Progress Reports (yearly)
Monitor/Update osTicket Work Request tracking system (~ bi-monthly, possibly discard)

Salary will be commensurate with experience and qualifications. This position is a full-time academic professional position with regular University benefits and is renewed on a year-to-year basis. The proposed starting date is negotiable after the close date.

Please create your candidate profile at http://jobs.illinois.edu and upload your letter of interest (including email address), resume and contact information for three professional letters of reference by November 25, 2013. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date. All requested information must be submitted for your application to be considered. For further information regarding the application procedures, you may contact Kim Johnson, kljohns@illinois.edu.

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