

Research Specialist and Project Manager

Carl R. Woese Institute for Genomic Biology

University of Illinois at Urbana-Champaign

Description: Serve as project manager for the Water Efficient Sorghum Technologies (WEST) Program and conduct research associated with phenotyping, agronomy and germplasm development/management.

Major Duties and Responsibilities (detailed job duties):

- Perform hybridizations and seed propagation.
- Conduct traditional and high-throughput phenotyping measurements of agronomic traits.
- Oversee budget management including monitoring equipment purchases, allocation of funding, and financial reporting.
- Coordinate with communications officer and research staff to distribute all external project communications, including website content and project display booth materials at the ARPA-E summit.
- Coordinate the development and execution of required MTAs, obtain USDA/APHIS certifications for permits for the importation into the U.S. and transit through the U.S. for regulated plants (such as genetically engineered plants) via the APHIS ePermits system, and obtain biosafety project registration with the Institutional Biosafety Committee.
- Coordinate and monitor milestones and tasks.
- Serve as point of contact between the sponsors, potential industry partners, and the Principal Investigators (PIs) regarding budgetary and fiscal management, milestones and other project related issues.
- Oversee the preparation and submission of all technical reports as required by sponsor, the University, and IGB. Disseminate scientific results and technological findings to academia and industry associated with or interested in the WEST project.
- Coordinate and facilitate monthly team meeting, annual meetings, and sponsor site visits.
- Other duties as needed to support the efforts and activities associated with the WEST Program and IGB.

Education:

Required: Bachelor degree in plant science or business management or equivalent. . Alternate degree fields will be considered/accepted depending upon the nature and depth of the experience as it relates to this position.

Preferred: Master's degree

Experience:

Required: Experience of participation in collaborative biological research, and production and/or screening of plant germplasm

Preferred: At least 2 years of experience of field crop trials and project management.

Knowledge Requirements:

Required: Effective communication, personal relations, organizational, and team member skills. Demonstrated ability to perform effectively in a diverse and fast-paced work environment consisting of multiple and changing priorities with stringent deadlines, under minimal supervision. Strong working knowledge of Microsoft Office technologies. Ability to work effectively with PIs and postdocs at all levels in a timely and accurate fashion. An attention to detail.

Salary will be commensurate with experience and qualifications. This position is a 12-month, 100% time academic professional appointment with regular University benefits. 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 September 13, 2017 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 Jacinda King, jkking@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>. To learn more about the University's commitment to diversity, please visit <http://www.inclusiveillinois.illinois.edu>