

## Assistant Director of Collaborative Science

### Posting Information

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<b>Department</b>	Lineberger Compr Cancer Center-426801
<b>Career Area</b>	Research Professionals
<b>Posting Open Date</b>	05/22/2023
<b>Application Deadline</b>	06/05/2023
<b>Open Until Filled</b>	No
<b>Position Type</b>	Permanent Staff (EHRA NF)
<b>Working Title</b>	Assistant Director of Collaborative Science
<b>Appointment Type</b>	EHRA Non-Faculty
<b>Position Number</b>	20005244
<b>Vacancy ID</b>	NF0006997
<b>Full Time/Part Time</b>	Full-Time Permanent
<b>FTE</b>	1
<b>Hours per week</b>	40
<b>Position Location</b>	North Carolina, US
<b>Hiring Range</b>	Dependent on Qualifications/Experience
<b>Proposed Start Date</b>	06/26/2023

#### Position Information

<b>Primary Purpose of Organizational Unit</b>	<p>The UNC School of Medicine has a rich tradition of excellence and care. Our mission is to improve the health and wellbeing of North Carolinians, and others whom we serve. We accomplish this by providing leadership and excellence in the interrelated areas of patient care, education, and research. We strive to promote faculty, staff, and learner development in a diverse, respectful environment where our colleagues demonstrate professionalism, enhance learning, and create personal and professional sustainability. We optimize our partnership with the UNC Health System through close collaboration and commitment to service.</p> <p><b>OUR VISION</b></p> <p>Our vision is to be the nation's leading public school of medicine. We are ranked 2nd in primary care education among all US schools of medicine and 5th among public peers in NIH research funding. Our Allied Health Department is home to five top-ranked divisions, and we are home to 18 top-ranked clinical and basic science departments in NIH research funding.</p> <p><b>OUR MISSION</b></p> <p>Our mission is to improve the health and well-being of North Carolinians and others whom we serve. We accomplish this by providing leadership and excellence in the interrelated areas of patient care, education, and research.</p> <p><b>Patient Care:</b> We will promote health and provide superb clinical care while maintaining our strong tradition of reaching underserved populations and reducing health disparities across North Carolina and beyond.</p> <p><b>Education:</b> We will prepare tomorrow's health care professionals and biomedical researchers by facilitating learning within innovative curricula and team-oriented interprofessional education. We will cultivate outstanding teaching and research faculty, and we will recruit outstanding students and trainees from highly diverse backgrounds to create a socially responsible, highly skilled workforce.</p> <p><b>Research:</b> We will develop and support a rich array of outstanding health sciences research programs, centers, and resources. We will provide infrastructure and opportunities for</p>
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collaboration among disciplines throughout and beyond our University to support outstanding research. We will foster programs in the areas of basic, translational, mechanistic, and population research.

### Position Summary

The Assistant Director of Collaborative Science will serve as a member of the Director's Office and will provide leadership, direction, and support for various research projects occurring across UNC Lineberger, in addition to managing a team of project managers, science writers, and administrative staff to assist in team science efforts and the internal Developmental Awards process.

The Assistant Director will promote innovation, foster new research collaborations, and sustain productive research initiatives for team science efforts. This position will also manage proposals through this base of knowledge by advising on potential funding/scientific opportunities and potential partnerships within the Center, across the University, and with partner institutions. The position will serve as senior researcher and work under the general direction of the Associate Director of Administration and in collaboration with faculty and/or other management. The position will oversee and inform strategic program/entity planning, related funding, and financial sustainability, and will also independently manage scientific expertise to funding proposals, especially large team science grants with multiple investigators. The position must retain an active working knowledge base of the relevant areas of emerging sciences to be able to contribute to the development, implementation, and administration of the vision, strategy, and goals of the assigned entity/program(s). This position will manage a team of project managers who will perform duties relevant to pre- and post-submission processes. This position will manage an administrative staff partner, who provides scheduling and document management support to the Assistant Director. This position will also manage a team of science writers who will provide copy-editing, proofing, and scientific strategy for team science proposals.

For the Internal Developmental Awards process, this position will serve as the primary liaison and director of the internal awards. This position will oversee the proposal process, including reviewing and updating research funding announcements (RFAs) and scoring criteria. This position will manage faculty-led study sections and provide summary statements to proposal applicants. This position will manage and oversee the budget for the internal awards. This position will also oversee progress reports of funded research.

### Minimum Education and Experience Requirements

Relevant post-Baccalaureate degree required (or foreign degree equivalent); for candidates demonstrating comparable independent research productivity, will accept a relevant Bachelor's degree (or foreign degree equivalent) and 3 or more years of relevant experience in substitution. May require terminal degree and licensure.

### Required Qualifications, Competencies, and Experience

Must have previous research coordination experience with scientific writing and writing proposals to fund research. Experience with cancer research grant applications preferred. Must demonstrate ability to independently problem-solve and communicate effectively to a variety of stakeholders. Most possess very strong written language skills.

### Preferred Qualifications, Competencies, and Experience

Prior management and/or effective organizational skills is highly desirable.

### Special Physical/Mental Requirements

### Campus Security Authority Responsibilities

Not Applicable.

### Special Instructions

### Quick Link

<https://unc.peopleadmin.com/postings/257678>

### Posting Contact Information

#### Department Contact Name and Title

#### Department Contact Telephone or Email

### Office of Human Resources Contact Information

If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (919) 843-2300 or send an email to [employment@unc.edu](mailto:employment@unc.edu)

Please note: The Office of Human Resources will not be able to provide specific updates regarding position or application status.

**Equal Opportunity  
Employer Statement**

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.

## Applicant Documents

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**Required Documents**

1. Curriculum Vitae / Resume
2. Cover Letter

**Optional Documents**

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* Please select the response below that describes your level of education that best or mostly closely satisfies the education requirements for this position.
  - Bachelor's degree in required discipline(s) listed or related field
  - Bachelor's degree in any field/discipline
  - Master's degree or Doctorate degree in required discipline(s) listed or related field
  - Master's degree or Doctorate degree in any field/discipline
  - None of the above
2. \* Please describe how you would maintain an active working knowledge base of emerging sciences to be able to contribute to the development, implementation, and administration of the vision, strategy, and goals of the assigned entity/program(s)?  
(Open Ended Question)
3. \* What is your experience with facilitating scientific collaborations?  
(Open Ended Question)
4. \* Please describe any project management tools you use to help with research development of scientific projects.  
(Open Ended Question)
5. \* Please describe your experience writing scientific grants.  
(Open Ended Question)