

- D. Responsible for ongoing assessment, evaluation, and modification of the Program's activities and budget as well as annual program status reports
- E. Responsible for the hiring and training of staff in the program.
- F. Provides oversight, support, and supervision of Program Coordinators performing research and grant coordination within the Department.
- G. Seeks out and investigates grant opportunities for the Program and determines which activities should be pursued by the Department. Promotes and oversees all application materials for opportunities.
- H. Generates and submits grant opportunity materials including but not limited to creating the budget and project narratives.
- I. Creates, develops and implements policies and procedures as it relates to each Program activity.
- J. Ensures the Department meets critical program requirements and deadlines.
- K. Organizes and facilitates all meetings for the Program and delegates tasks to appropriate team member.
- L. Assists in the preparation of progress reports and budgets to granting agencies.
- M. Provides direct project management for specific Program activities.
- N. Assists Principal Investigators with submissions to the IRB (SCRIHS).
- O. Oversees and facilitates the promotion and tenure process and timelines for the Department.
- P. Provides direct supervision to Administrative Assistant(s) in Research and Scholarly Activity.

II. OTHER INSTITUTIONAL ACTIVITIES 10%

- A. Serves and represents the SIU School of Medicine and Department committees as requested.
- B. Serves as a liaison to Center for Clinical Research (CCR).

Required Skills/Abilities

- Sensitive to the needs of underrepresented minority populations
- Excellent organizational skills with the ability to independently prioritize and complete day-to-day administrative and academic duties.

- Ability to collect, manage and analyze data from various sources and compile into comprehensive reports.
- Experience with project management principles involved with strategic planning and resource allocation.
- Ability to delegate duties and develop efficient plans for prioritizing activities
- Skill in analyzing and evaluating information to solve problems
- Excellent oral and written communication skills
- Ability to work both independently and with staff, the public, and other groups
- Ability to use common computer software programs such as Excel, Microsoft Office, etc.
- Ability to develop plans and guidelines
- Must be willing to obtain and maintain valid Citi/Human Subjects Protections certifications.
- Must be willing to complete the Clinical Trials Course

Education and Experience

1. Bachelor's degree.
2. Three years of project management experience and/or data management experience.
3. Two years of experience in research and/or scholarly activities.*

*NOTE: Experience in #3 can run concurrent to #2.

Desired Qualifications

1. Master's degree.

Responsibility

- A. Supervisory Controls –The employee develops and establishes procedures for staff. The employee will delegate and set priorities for program staff. The position will be expected to work independently.
- B. Guidelines –This position will receive written or oral direction from the supervisor as as needed. This position will follow guidelines and policies set by granting agencies, the Department and the School of Medicine.

Difficulty

- A. Complexity – This position is responsible for the directing and managing special program functions, events and activities. The incumbent must be able to maintain confidential information along with independent problem solving, statistical accuracy and the ability to organize complex schedules. A high degree of sound judgment, initiative and ability to prioritize duties is required in order to successfully perform job functions.
- B. Scope and Effect – Faculty and learners rely on a high level of leadership, initiative and problem solving capability from this position to reach program milestones. This position influences the quality of program development, implementation, data management and ongoing detailed reporting.

Personal Contacts

This position requires contact with SIU School of Medicine Department Chairs, Directors, faculty, residents, physician assistant students, medical students and staff. In-person meetings plus telephone and email communication are required to initiate, maintain and strengthen the collaborative relationships needed for successful Department programming. In-person meetings will require some travel to program sites.

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions

See attached Physical and Environmental Requirements form.

SIGNATURES:

INCUMBENT: _____ DATE _____

SUPERVISED BY: _____ DATE _____
M. Rebecca Hoffman, MD, MSPH
Associate Chair of Research and Scholarly Activity

APPROVED BY: _____ DATE _____
Janet Albers, MD
Professor & Chair

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Program Director

Position No. (If applicable): N11585.000 Department: Family and Community Medicine CORE-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		5 - 10 lbs.			<input type="radio"/>
Carrying	Less than 5 lbs.				<input type="radio"/>
Lifting	Less than 5 lbs.				<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

M. Rebecca Hoffman, MD

Supervisor Signature _____ Date _____ Supervisor Name _____ Employee Signature _____ Date _____