Position: Program Coordinator for Chemical Biology Interface Program, University of Delaware

Deadline: Open until filled

Pay Rate: $15-$20 per hour (part-time miscellaneous wage; no benefits)

Description: The Chemistry Biology Interface (CBI) Program (https://sites.udel.edu/cbi/) is seeking a highly motivated Program Coordinator to oversee programing and training for CBI graduate students. The CBI program is a NIH funded, interdisciplinary environment focused on training students to be leaders in the field of human health. Candidates should be self-starters, comfortable with autonomy, and embrace opportunities to tackle new problems and challenges as part of a dynamic team. The candidate will be a member of the CBI operations team and will work closely with the program directors (Profs. Catherine Grimes and Brian Bahnson) to implement and administer the vision, strategy, and goals of the program. The Program Coordinator will help co-ordinate the seminar/workshop series, NIH progress reports, manuscript compliance, maintenance of the website and outreach activities. The Program Coordinator will play a critical role in liaising among the faculty mentors and student mentees.

Qualifications: Requires a minimum of a high school diploma or GED; two years of college education preferred, in order to understand the research value. Requires excellent communication skills and ability to perform detailed and accurate work; ability to follow instructions, to work independently and to devise solution to problems; ability to work effectively in a team environment; and interact well with people of all ages and diverse backgrounds. Basic knowledge of managing budgets and financial plans is expected. Experience in webpage maintenance and on-line surveying tools is desired. Familiarity with the NIH funding agency would be helpful.

Hours: 10:00 AM to 2:30 PM, Monday – Friday (although there is flexibility and the potential for some telecommuting). The position averages 22.5 hours per week, with the opportunity for up to 28 hours per week as needed.

To Apply: Send cover letter and resume to Catherine Leimkuhler Grimes, CBI Program Co-Director (cgrimes@udel.edu).

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an equal opportunity/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/.