Administrative Coordinator for a Multi-Institute Research Program on Antibiotic Resistance

Job description

An Administrative Coordinator position is available at Boston College. The successful candidate will administratively manage a NIH-funded multi-institutional project headed by the van Opijnen Lab at Boston College.

Principal Responsibilities:

- Provide administrative support to the Investigator; *i.e.* help oversee the daily activities of the program, including directing inquiries to the appropriate personnel, organizing annual reviews, assess progress towards program goals and tracking of milestones
- Coordinate meetings between project leaders.
- Serve as a liaison between Investigator and various administrative offices.
- Facilitate communication among the different subprojects, campuses and investigators to ensure sharing of information among personnel working on the project as well as towards the greater (scientific) community.
- Organize group-meetings through online communication and in person.
- Keep track of accounts and interface directly with the financial offices of all institutions.
- Oversee budgets from multiple funding sources and identify any opportunities for resource and budget reallocations to improve the efficiency of the project.

Requirements

- Bachelor’s degree.
- The successful candidate will be a mature, accomplished and consistent professional who is able to prioritize a varied task list.
- S/he will be a self-starter with a strong work ethic who is conscientious, attentive to detail and is results-oriented.
- Strong computer skills, preferably on the Mac platform, including demonstrated proficiency with Microsoft Office Suite, Adobe Creative Suite, online communication tools.
- Excellent communication skills and the ability to independently manage complex responsibilities.
- Familiarity with grants management, scientific terminology and/or biomedical research is considered a plus.
- Must have a collaborative work style and the ability to partner with all levels of the organization.

How to apply

Please send a cover letter, a letter describing your professional interests and ambitions, a resume and contact information for at least two references to Dr. van Opijnen at vanopijn@bc.edu. Applications will be considered until the position is filled.