

University of Wisconsin - Madison

Position Vacancy Listing

PVL # 82781

Working Title:

MMI Assistant Director

Official Title:

SR ADMIN PRGM SPEC(R07BN) or ADMIN PROGRAM SPEC(R07DN)

Degree and area of specialization:

Bachelors degree preferred; preference given to degree in a biological science, accounting, or business administration field; or if degree is in another field, candidate must have at least three (3) years of substantial involvement or familiarity in research or sponsored programs administration.

Minimum number of years and type of relevant work experience:

5+ years of professional experience with progressively increasing responsibility in academic programmatic and operations management. Applicants must have an in-depth understanding of an academic department's multiple missions of education, research, and community service.

Applications must demonstrate a high degree of initiative, and understanding of operational efficiencies and cost containment, human resource management and strategic planning. Budget management and supervisory experience required.

Excellent people skills, communication skills, staff management and conflict resolution skills required.

Principal duties:

Working under the general supervision of, and reporting to the Department Chair, the position is responsible for overseeing the planning, budgeting, staffing, fundraising and outreach, policy development, administrative responsibilities, and daily operations of the Department. The incumbent is expected to gain knowledge in areas of research conducted in this Department to facilitate accomplishment of assigned responsibilities and make decisions as delegated by the Chair.

This position serves on Department committees and attends meetings for the MMI Chair, acts in place of the Chair or as the Chair's representative in dealing with management and administration of the academic unit, research and teaching, fiscal operations, personnel operations, and staff supervision. In addition to working collaboratively with the MMI Chair and department faculty, this position works collaboratively with the Chair and Administrator of the Department of Bacteriology, the Microbial Sciences Building Manager, the Director and co-Director of the Food Research Institute and the Wisconsin Center for Infectious Disease, and administrators from the departments of Pediatrics and Medicine in policy development and implementation, long range and strategic planning, and implementation of the broad goals of the microbiology community at UW-Madison. By supporting the Chair, faculty, staff and students, and by ensuring efficient and effective functioning of processes used by the Department and others occupying the Microbial Sciences building, this position plays a key role in completion of multiple department, unit, and individual missions unique to higher education.

The Medical Microbiology & Immunology (MMI) Department in the School of Medicine and Public Health (SMPH) seeks to support and enhance the research, instruction and service activities in the microbiology community on the UW-Madison campus. It is a unique basic science department in that it has longstanding, officially recognized working relationships with a number of faculty from other campus departments (Pediatrics and Medicine) who work within MMI space; these faculty are considered part of MMI, and a variety of administrative services are provided to them. MMI occupies the UW-Madison Microbial Sciences Building (MSB), a 330,000 square foot research and instructional complex, with another microbiology-focused campus department (Bacteriology) as well as the Food Research Institute and the Wisconsin Center for Infectious Disease, working closely and collaboratively with these groups in the research, instruction and service arenas. MMI's mission is to provide instruction, conduct research, and offer consultation in those areas of microbiology and immunology that bear on human disease. MMI's vision is to have an inclusive and diverse team, working together to meet its mission.

This position serves on the MSB Leadership Team, developing and implementing building policies regarding safety and security, capital improvements, shared equipment, space management, telecommunications services, and procurement services. This position provides leadership for the development of new Department, Building, and campus initiatives, as well as the continued success for ongoing initiatives. The Department has taken a leadership role in creating a nationally recognized center of excellence in microbiology at UW-Madison.

POSITION DUTIES AND RESPONSIBILITIES

70% A. Academic and Research Program Management

Oversee administration of department instructional activities, including undergraduate, medical, and graduate education. Analyze teaching and service needs of Department and make recommendations for recruiting strategies and actions. Work with course directors, recommending course changes to maximize enrollment and student success. Keep faculty and instructional staff apprised of university academic instructional policies and procedures, providing guidance as needed to ensure department teaching activities provide a quality learning experience for students.

Oversee administration of department's sponsored grants and contracts. Assist in managing formulation of research proposals, identifying potential sources of research funds, and submitting proposals and progress reports to funding sponsors. Facilitate scientific collaborations among faculty both within and outside the department, in response to funding solicitations and research expertise.

Provide oversight and leadership for the continued success of: 1) the Microbiology Doctoral Training Program, a nationally renowned PhD program jointly administered by MMI and Bacteriology; 2) the long-standing, NIH-funded "Microbes in Health and Disease" Training Grant, focused on providing physicians and scientists the opportunity to work together on translational research benefitting human health; 3) the Department's Perlman Symposium, an annual venue for microbiologists from campus and elsewhere in the U.S. to meet, disseminate knowledge and develop scientific collaborations related to antibiotic discovery and development; and 4) the Wisconsin Center for Infectious Disease, an organization created to foster interdisciplinary research in microbiology and infectious disease.

Act as liaison between alumni, donors, department faculty, and University offices to facilitate alumni-department relationships and help donors decide how their funds can best help the department accomplish its research and teaching missions.

Recommend, to the Chair, those MMI faculty member(s) suitable for internal and external awards recognizing research and/or teaching accomplishments. Write, edit and/or finalize Chair nomination letters, edit faculty statements as needed, and recommend additional supporting documentation useful for inclusion in the nomination packet.

Keep Chair and faculty apprised of Federal, State, extramural sponsor, UW-System, UW-Madison, and UW School of Medicine and Public Health policies and procedures relevant to the department's mission and operations.

Continually assess and analyze Department's academic and research environments, considering opportunities, risks, problems, strengths and threats; advise the Chair and recommend actions appropriate to the Department.

Make limited administrative decisions on behalf of Chair, as delegated.

15% B. Financial, Administrative, Facility and Project Management

Serve as chief financial officer with fiscal responsibility for approximately \$10 million combined annual budget of the academic and research operations of the Department. Monitor the financial operations of the department and ensure compliance with all rules, regulations, policies and procedures. Formulate and prepare department teaching and operating budgets; prepare, monitor, review and approve reports pertaining to these budgets.

Assess and monitor duties and salary structure of the MMI administrative support staff and make decisions as delegated for changes in duties, salary, and position title.

Manage and oversee department space issues including building projects, remodeling and renovation, laboratory moves within the building, space allocations within the department, etc. Assist Chair in making MMI research space assignments, providing data such as FTE projections, sponsored research dollars, campus policies, etc.

Oversee development and maintenance of a facilities database including occupants, access, and space assignments.

Recommend changes to, and participate in decisions regarding, department and building policies and procedures affecting MMI's academic, instructional and research mission, vision and goals.

Provide leadership and oversight for the Department's Information Systems and infrastructure. Responsible for making decisions and ensuring effective information systems and technologies are in place to support faculty, staff and students in pursuit of instructional and research goals.

Plan, lead, and manage projects and events within deadlines and budget parameters and achieve measurable results.

Oversee the creating, planning, and implementation of events and other strategies that develop strong connections with internal and campus partners, as well as existing and potential external collaborators.

Develop project proposals, milestones, and budgets related to Department, Building and campus microbiology activities, including monitoring expenditures and regular reporting of progress to leadership.

10% C. Human Resources and Staff Development and Management

Responsible for human resources development and management for a combined total of over 150 department members, including faculty, staff, postdoctoral trainees, graduate and undergraduate students. Directly supervise 5 administrative academic and university staff. Serve as primary liaison on behalf of the Department with the UW School of Medicine and Public Health Human Resource Office. Serve as primary liaison on behalf of the Department with the UW Office of International Faculty and Staff Services, securing visas and assisting MMI's international personnel in other transactions related to their work in MMI.

Serve as a resource for all faculty, staff, postdoctoral trainees and students in issues pertaining to human resource issues, transactions, problems and opportunities.

Assist faculty in developing strategic plans for staffing their research projects in an efficient, cost-effective manner.

Assess and monitor duties and salary structure of the MMI teaching and research support staff; make recommendations to faculty and/or Chair for changes in duties, salary, and position title as needed to promote, train, and retain personnel.

Assist Chair and faculty members in documenting research and instructional accomplishments for promotional actions.

Develop and offer training/instruction to MMI research staff, graduate students, and postdoctoral trainees in areas useful for their professional development,

such as managing personnel in a research setting, developing budgets for preaward research proposals, etc.

Responsible for appropriate completion and review/approval of recruitment plans for faculty, research staff, instructional staff, and administrative staff.

Staff MMI faculty Search committees, serving as primary contact with all applicants, providing guidance and information in a professional, timely and accurate manner. Provide guidance to Search committee members on recruiting/interviewing strategies that comply with School, University, State and federal rules and laws.

Manage and oversee office and support services for the Department, its committees, and its individual faculty, staff and students.

Provide leadership, support and training to all MMI administrative staff. Develop performance standards and direct progress through regular performance feedback and evaluations. Recognize and reward innovative thinking, responsible risk taking, and the achievement of operational excellence. Coordinate work assignments and review work to assure compliance with established standards, requirements, and procedures.

5% D. Leadership

Ensure a positive and supportive work environment. Build collaboration by encouraging participation, constructive feedback, trust, mutual respect, and shared purpose among team members.

Actively participate in institutional planning, development, and administrative committees, task forces, etc as opportunity presents.

Recommend, develop and enforce policies and procedures, analyze issues and develop position statements representing the Department.

Carry out responsibilities and make decisions delegated by the Chair; perform special tasks assigned by the Chair.

Educate faculty on issues so they may make informed decisions. Provide leadership to the Department by modeling a shared vision, challenging the process, enabling others to act and encouraging others by recognition.

Model and instill in others a high degree of professionalism, which includes demonstrating honesty, integrity, accountability, and a commitment to altruism in all work interactions and responsibilities.

Additional Information

A background check will be conducted.

A criminal background check will be conducted prior to hiring.

A period of evaluation will be required

Employee Class:

Academic Staff

Department(s): SMPH/MED MICROBIO

Full Time Salary Rate: **Minimum** \$50,000 ANNUAL (12 months)
Depending on Qualifications

Term: This is a renewable appointment.

Appointment percent: 100%

Anticipated begin date: JULY 01, 2015

Number of Positions: 1

TO ENSURE CONSIDERATION

Application must be received by: JUNE 15, 2015

HOW TO APPLY:

Email a single pdf to Ms Tracy Wiklund (twiklund@wisc.edu) containing the following: 1) cover letter describing why you should be considered for this position; 2) current resume; and 3) names/contact information for three (3) work references. Incomplete applications will not be considered.

Unless another application procedure has been specified above, please send resume and cover letter referring to Position Vacancy Listing #82781 to:

Theresa Wiklund Phone: 608-262-3067

1550 Linden Dr Fax: N/A

1334 Microbial Sciences Building Email: twiklund@wisc.edu

Madison, WI 53706-1521

Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See [RELAY SERVICE](#) for further information.)

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website:

<http://www.oed.wisc.edu/478.htm>

NOTE: Unless confidentiality is requested in writing, the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality. In the case where there are fewer than five finalists, the names of the five most qualified candidates must be released upon request.

UW-Madison is required by law to request data from applicants for employment in order to monitor its recruitment and selection practices. In order for us to meet this federal reporting requirement, please go to <http://www.oed.wisc.edu/reports-and-forms.htm> to fill out the Voluntary Self-Identification of Disability Form and the Applicant Self-Identification Form for Protected Veterans. **Please reference the Position Vacancy Number when uploading your completed forms.** Completing these forms is voluntary and your responses will be kept confidential and is not considered as part of the hiring criteria.

**UW-Madison is an equal opportunity/affirmative action employer.
We promote excellence through diversity and encourage all qualified individuals to apply.**

Feedback, questions or accessibility issues: ohrwebmaster@ohr.wisc.edu

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