

**Research Project Manager  
Department of Entomology  
University of California, Riverside**

**JOB TITLE:** Research Project Manager

**DEPARTMENT:** Entomology

**POSITION AVAILABLE:** Research Project Manager position. Full time.

**START DATE:** August 1<sup>st</sup>

**NATURE AND PURPOSE:**

The Research Project Manager will be responsible for administering a major DARPA funded inter-UC award which is led from UC Riverside. The project focus is to develop novel genetic approaches that may be used to combat mosquito-borne diseases such as Dengue Fever, Chikungunya, and Zika, please visit [www.akbarilab.com](http://www.akbarilab.com) for more details on the science. This work will be done in close collaboration with other major UC institutes including UCD, UCB, UCSD, UCI, and UCSB. In addition to responsibilities at UC Riverside, the Research Project Manager will also play a critical role in coordinating/managing the project partner sites, tracking and reporting on progress and associated costs. The position requires involvement in the scientific, regulatory, administrative and budgetary goals, excellent communication, project-reporting skills, and strict adherence to timelines and milestones. Prior experience in research management, grant management, grant consulting with a life science background will be favored.

**MAJOR RESPONSIBILITIES:**

- 1) Supervise effectively an Administrative Assistant III to complete Project goals.
- 2) Work with the PI to develop Project Plan and Annotations for scientific Objectives, Decision Points and Milestones.
- 3) Interact closely with the Collaborating Investigators (Cis; these are individuals, usually, with subcontracts, that carry out specific Project Objectives and Activities), funding agency representatives, local, national and international regulatory authorities, local, national and international community representatives and other stakeholders identified in the course of the Project activities. The exact number of people will be determined by the activities, but previous projects of this scope involve 30-50 individuals.
- 4) Work with the PI to identify, prepare and submit applications for project funding.
- 5) Monitor Decision Points and Milestones as detailed in the Project Plan and Annotations ( to be developed) and anticipate and prepare in advance lists of targets and work to be completed for Decision Points and Milestones,
- 6) Review and coordinate timelines and research streams in Decision Points and Milestones to maximize efficiency of interactions and delivery of materials among project components (what is needed, who needs it, when is it needed, from whom it is needed, how do we get it there).
- 7) Work with the PI to identify, compile, submit and follow-up on regulatory issues, permits, visas, documentation, human (IRB) and animal (IACUC) subjects protocols, and biosafety and recombinant DNA (IBC) issues; etc.
- 8) Assist in review of performance of projects in accordance with pre-determined criteria (Decision Points and Milestones) in the Project Plan and Annotations.
- 9) Develop most expeditious and cost-efficient implementation approaches for components.

- 10) Communicate to PI, campus administration and funding agencies on adjustments to Decision Points, Milestones and timelines.
- 11) Work with the CIs and other stakeholders to collect information and prepare scientific progress reports to be reviewed by PI prior to timely submission to Campus administration and funding agencies.
- 12) Work in conjunction with the PI, campus administration and sub-grant administrative personnel to collect information and prepare annual budget reports to be reviewed by PI and campus administration prior to timely submission to relevant funding agencies.
- 13) Work with IT Specialist to develop Project website.
- 14) Supervise the gathering of information and content to provide monthly website updates.
- 15) Prepare communications from Project participants for website, press, outside agencies (regulatory authorities [Centers for Disease Control and Prevention, US Department of Agriculture, Department of Defense, California Department of Public Health, and equivalent international agencies to be determined]; national and international scientific agencies [for example the US National Academy of Sciences and foreign equivalents] and other possible stakeholders [World Health Organization]), etc.
- 16) Facilitate the technical and research directions, helping formulate and refine strategic goals, objectives and plans for the success of the project.
- 17) Provide management to drive the processes and procedures to carry out the program and vision to ensure that proper scientific procedures and systems are implemented and followed. Use scientific knowledge to contribute to the original strategic ideas to meet the goals and mission of the project.
- 18) Work with P.I.s for Go/No-Go decisions.
- 19) Provide assistance on a variety of other ad hoc special projects and assignments as requested.
- 20) Use high-level project management skills and principles, scientific background, program status and trajectory, etc., to contribute original ideas and to anticipate changing program needs.
- 21) Review and update Regulatory, Quality Assurance, and Standard Operating Protocols (SOP).
- 22) Manage/oversee training of team members (PIs, project collaborators, and staff) to ensure reporting and SOP requirements to meet Federal, State, University, and Government Agency regulations and guidance.
- 23) Serve as primary UCSD project liaison, keeping collaborators, interested partners, regulatory agencies and the Foundation informed about the project's progress and impact.
- 24) Build and maintain inter-organizational relationships and synergies among all project partners. Build strong working relationships with the various campus biological science groups to help fit Center activities within the broader UCSD sciences research effort.
- 25) Develop persuasive written and verbal communications to convey status of research progress to the Foundation and regulatory agencies.
- 26) Seek local, national and international collaborations with premier academic institutions and industry to initiate innovative, cross-institutional engagements.
- 27) Represent the project at various academic research discussions, business and commercial forums, and both national and international meetings.
- 28) Prepare comprehensive communications for website, press, outside agencies, etc.

**APPLICATION PROCESS:** Interested applicants should submit: 1) a curriculum vitae, 2) cover letter, 3) Statement of Research (optional), 4) Misc. /Additional (optional), and 5) 3-5 references required (contact information only).

Electronic documents and email submission is encouraged; send application materials to:

Omar Akbari, [omar.akbari@ucr.edu](mailto:omar.akbari@ucr.edu)

**REQUIREMENTS:** Bachelor's Degree

**PREFERRED QUALIFICATIONS:** Ph.D. preferred.

**CONTACT DETAILS:**

Omar Akbari, [omar.akbari@ucr.edu](mailto:omar.akbari@ucr.edu)

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