



## **CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS**

### **PROGRAM MANAGER FOR PRODUCT DEVELOPMENT**

#### **Position Summary**

The Program Manager for Product Development position requires an individual to perform advanced managerial work in the product development research program including working closely with CPRIT grantees. Work involves reviewing guidelines and procedures, developing schedules, complying with guidelines and schedules, coordinating and evaluating program activities, and requires meticulous attention to detail and accuracy. The Program Manager will work under minimal supervision with some latitude for the use of initiative and independent judgment. This position reports directly to the Chief Product Development Officer.

#### **GENERAL QUALIFICATION REQUIREMENTS**

##### **Experience**

Six (6) years full time experience working in program management or the management of product development or research work. Experience in health care or biotechnology industry is required. Experience at a university or Texas state agency in pre-and post-award administration is preferred.

##### **Education**

Graduation from an accredited four-year college or university and a Master of Business Administration, Master of Public Administration, or other relevant graduate degree is required.

##### **Knowledge and Abilities**

Ability to organize and direct program activities; establish program goals and objectives that support the agency's established priorities; identify problems, evaluate alternatives, and implement effective solutions; develop and policies and procedures; prepare reports; provide assistance and technical support to product development grantees; and communicate effectively. Ability to establish positive working relationships with staff and grantees is essential. Ability to work in Microsoft Office Suite and proficiency in Excel.

## **EXAMPLES OF WORK PERFORMED**

Works closely with the Chief Product Development Officer (CPDO) to: assist in managing the product development research grant and review processes; interpret CPRIT rules and policies for applicants and grantees; assist the CPDO with administrative decisions regarding applications; and prepare recommendations for the CPDO.

Works with Product Development Review Council members and their administrators in scheduling meetings; works in the CPRIT electronic grants management system to monitor grant progress, prepare necessary reports and administer the post award requirements of all research grants.

Works with the grants management support contractor to oversee receipt, organization, and tracking of grants; prepares reports on distribution of grants and uses of funds; helps oversee receipt and evaluation of progress reports; and helps organize/host meetings of product development review groups.

Provides direction, guidance and technical assistance to grantees and manages receipt and substantive evaluation of grantee progress reports.

Analyze and report program metrics for agency publications, reports to external constituencies, staff and CPRIT Oversight Committee. May prepare reports for presentations.

May represent the agency and its product development activities at business meetings, conferences, and seminars.

Performs related work as assigned.

## **Military Occupational Codes**

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at: [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf).

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

## **Application Instructions**

If you meet the qualifications, complete and submit a State of Texas application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711. A State of Texas application may be obtained from <http://www.cprit.state.tx.us/about-cprit/cprit-employment-opportunities>. Applications may also be submitted via [WorkInTexas.com](http://WorkInTexas.com).

All résumés must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion. Faxed and emailed applications will not be accepted.

Non-smoking office and building in the Capitol Complex of Austin, Texas. The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

Additional information regarding the Institute's history and operations can be found on the agency's web site at [www.cprit.state.tx.us](http://www.cprit.state.tx.us).