



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

PROGRAM MANAGER FOR RESEARCH AND PREVENTION

Cancer Prevention and Research Institute of Texas (CPRIT) is the second largest funder of cancer research and prevention activities behind only the federal government. Over the past decade, CPRIT has invested more than \$2.9 billion in cutting edge research leading to a significant increase in intellectual property and knowledge related to cancer treatments, cures, and prevention best practices. CPRIT offers an unparalleled opportunity to catalyze discovery and progress in the prevention, diagnosis, and treatment of cancer.

Position Summary

Provides complex senior managerial work within the Academic Research and Prevention Programs. Work involves coordinating, supporting, and evaluating program activities. The position requires strong organizational, analytical, and communication (written and oral) skills. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. This position will serve in a programmatic integrative model and works directly with the Chief Prevention Officer (CPO) and the Director of Academic Research (DAR).

Salary Range: \$69,415 - \$117,397

Closing Date: September 5, 2022

GENERAL QUALIFICATION REQUIREMENTS

Experience

Four (4) years full time experience working at a university, Texas state agency, or community health program in grant award administration/program management related to health care.

Education

Graduation from an accredited four-year college or university with a bachelor's degree in population health or health services research or biological sciences, or another relevant field. Master's degree is preferred. Experience and education may be substituted for one another.

Knowledge and Abilities

Knowledge of state regulations relevant to health programs.

Skill providing assistance and technical support to grantees, including budgetary and programmatic questions.

Skill in using logic to identify problems, evaluate alternatives, and implement effective solutions.

Ability to direct and organize program activities.

Ability to develop and evaluate policies and procedures.

Ability to analyze data and prepare reports.

Ability to work with grant managers assigned to CPRIT research and prevention grants.

Ability to communicate effectively.

Ability to establish positive working relationships with staff and grantees is essential.

Ability to make independent decisions, manage high priority workloads, manage competing priorities, and operate in a changing environment.

Ability to work with short turnaround times.

Skill working in Microsoft Office Suite and proficiency in Excel.

EXAMPLES OF WORK PERFORMED

Works with DAR and CPO in monitoring grantee progress reporting to ensure reports are submitted timely and complete.

Provides direction, guidance and technical assistance to applicants.

Assists with evaluation of grantee progress reports.

Works extensively in CPRITs electronic Grants Management System.

Works with DAR and CPO in developing and or strengthening integrative constructs for Requests for Applications (RFA), Instructions for Applicants (IFA) and Progress Report Instructions.

Works with DAR and CPO in scheduling and providing resource documents for internal and external meetings including but not limited to Advisory Committees, Oversight Committee and Subcommittees and other stakeholders.

Assist with conference planning and execution, especially with conference abstracts.

Assist with annual report content.

Assist with data collection, data analysis, and data request fulfillment.

Works with other staff to plan, develop, coordinate, and write grant management and application policies.

Prepares reports and presentations.

Performs related work as assigned.

Military Occupational Codes

You may access the Military Occupational Specialty (MOS) codes applicable to this position at [Military Crosswalk for Occupational Category - Program Management \(texas.gov\)](#). CPRIT encourages 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 to apply.

Application Instructions

If you meet the qualifications, complete and submit a State of Texas application online via the WorkInTexas.com portal. You may also mail the 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 <https://www.twc.texas.gov/jobseekers/state-texas-application-employment#applicationFormForDownload>.

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.

CPRIT is a non-smoking office; the agency is in the Capitol Complex of Austin, Texas.

CPRIT currently offers teleworking as an option to employees.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

You may find additional information regarding the Institute's history and operations on the agency's website at <https://cprit.texas.gov/>.