



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

PROGRAM MANAGER FOR ACADEMIC RESEARCH

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 \$3.3 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 management work within the Academic Research Program including working closely with CPRIT grantees. Work involves coordinating, supporting, and evaluating program activities, and contributing to evaluating emerging disciplines in cancer research and developing Requests for Applications to respond to the evolving opportunities to address the cancer burden in Texas and impact cancer research and outcomes. The position requires strong organizational, analytical, and communication (written and oral) skills. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. This position will report directly to the Director of Academic Research.

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

Closing Date: April 14, 2023

GENERAL QUALIFICATION REQUIREMENTS

Experience

Three (3) years full time experience working in cancer research.

Experience at a research institution or Texas University.

Must be proficient in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.

Education

Graduation from an accredited four-year college or university with a Ph.D. degree in basic and/or translational cancer research, population health or health services research or biological sciences, or another relevant field. Experience and education may be substituted for one another.

Knowledge and Abilities

Skill managing, scheduling, and organizing program activities.

Skill navigating online grants management system to monitor grant progress.

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

Skill providing assistance and technical support to grantees.

Ability to develop policies and procedures.

Ability to analyze data and prepare reports.

Ability to communicate effectively with cancer researchers and peer reviewers.

Ability to coordinate and schedule program related meetings.

Ability to establish positive working relationships with staff and grantees.

EXAMPLES OF WORK PERFORMED

Works closely with the Academic Research team to assist in managing the grant and review processes.

Participate with the Academic Research team in developing new granting mechanisms and Request for Applications in response to progress in cancer research and evolving needs of the Texas population.

Provides direction, guidance, and technical assistance to scientist grantees.

Participates in occasional site visits to institutions.

Works in the CPRIT electronic grants management system to monitor grant progress.

Prepares necessary reports and administers the post award requirements.

Works with the grants management support contractor to oversee receipt, organization, and tracking of grants.

Assists with overseeing the receipt and evaluation of scientific progress reports.

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

May coordinate and assist agency outreach efforts to increase awareness of the Academic Research Program to encourage grant applications.

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 \(texas.gov\)](https://www.twc.texas.gov/jobseekers/state-texas-application-employment#applicationFormForDownload). 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/>.