

IBRI Director of Scientific Administration

We are the Indiana Biosciences Research Institute (IBRI). We are a leading translational research institute that advances academic and industry science through collaboration to improve patient health outcomes. Building your career at the IBRI in Indianapolis' 16 Tech Innovation District, means being part of a team of renowned scientists, creative thinkers, and innovative leaders.

Today's research is being driven by significant advances in our abilities to study complex disease processes and propose new ways to improve patients' lives. To reflect the evolving nature of life sciences research and encourage synergies through collaboration, we're enhancing our integrated capabilities, adding depth to how we approach patient-informed translational science and pursuing four foundational areas of scientific focus. These four areas will provide us the core talent and capability to pursue translational science in this new patient-centric framework:

- **Disease, Systems, Pathways** – We're working to better understand diabetes and identify new ways to combat the disease. We're applying this learning to other diseases that share common systems and pathways.
- **Molecular Innovation** – We're developing new capabilities for molecular design and drug discovery to investigate disease processes and pursue new therapeutic approaches.
- **Integrated Data Sciences** – We're pursuing advanced data sciences to create novel end-user inspired solutions that address complex analysis, simulation and prediction across the translational sciences.
- **Enabling Technologies** – We're building a rich platform of enabling technologies that give our scientists, partners and collaborators access to the best tools to solve complex scientific problems.

The IBRI's vision is to build a world-class organization of researchers, innovators and business professionals that catalyze activities across the Indiana (and beyond) life sciences community. To achieve that vision, we look for curious and collaborative team members who are energized by innovation, guided by integrity, and inspired by diversity.

The Opportunity:

The IBRI is seeking a Director of Scientific Administration (DSA). As a member of the IBRI administration team, the DSA will work closely with the scientific staff to provide a range of research administration support activities. As the DSA, you will serve as the Subject Matter Expert (SME) to manage, direct and oversee the institute's sponsored projects pre- and post-award activities. The DSA will also serve as the point of contact to negotiate all contracts and agreements necessary to support the IBRI research programs including but not limited to confidentiality, consulting, collaboration, sponsored research and leased employee agreements. In addition, the incumbent will coordinate and oversee the Human Resource (HR) policies, processes and activities for the scientific staff of the institute.

The individual in this role will be highly cross-functional and will be required to coordinate and work together with other IBRI executive leadership, other members of the administrative team, IBRI scientists and IBRI collaborators. The incumbent can help fulfill the IBRI's mission and vision, by working closely with

the IBRI scientific staff to initiate, facilitate, develop and coordinate the administrative and human resource policies, processes and activities necessary to enable the IBRI's portfolio of research projects.

This role includes the following key responsibilities:

- Oversees the preparation of grants and contract proposals from a wide range of sponsors (i.e., federal, non-federal and industry, as well as award types including but not limited to grants, contracts, cooperative agreements, subawards, both incoming and outgoing, fellowships, etc.)
- Establishes and implements policies, processes and procedures to assure that all sponsored research and contracted activities follow governmental regulations related to human subject protection, animal care and use, biosafety and other areas as assigned.
- Ensure that all federally funded research projects meet the requirements of uniform guidance.
- Participate with principal investigators in the preparation of the administrative components of proposals within parameters of sponsored and institute research guidelines. Oversee and communicate submission process, review documents for completeness and compliance.
- Develop, prepare and finalize project budgets, and provide administrative components of budget justifications.
- Review and approve expenditures, advise on post award spending and commitment activity related to fund and revenue.
- Negotiates contractual requirements of agreements such as confidentiality, consulting, collaboration, sponsored research and leased employee on behalf of the scientific leadership in accordance with established procedures.
- Collaborate with scientific leadership to develop a strategy related to staffing, recruiting and retention of scientific staff.
- Coordinate the recruitment, hiring and on-boarding of scientific staff (i.e., associates, post-docs, staff scientists and interns) maintaining compliance with all IBRI policies, federal, state and local employment laws and regulations.
- Coordinate immigration activities and compliance with external counsel.
- Administer the IBRI's human resources programs for performance and talent management, as well as scientific staff training and development.
- Ensure compliance with uniform guidance and any other applicable federal, state or agency funding requirements including, EEOC and Affirmative Action.
- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Performs other duties as required.

Candidate Profile:

Education and Experience

- Bachelor's degree or advanced degree is required.
- At least six years of university research administration experience is required.
- Experience working in institutions with federal funding and affirmative action programs, and familiarity with uniform guidance requirements, is preferred.

Qualifications and Skills

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to establish priorities, manage shifting priorities and handle numerous time-sensitive projects with multiple deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.

Compensation:

The IBRI offers an attractive compensation package that includes a competitive base salary and comprehensive benefits. Relocation assistance will be offered where appropriate.

Equal Employment Opportunity:

The IBRI provides equal employment opportunities to all employees and applicants and does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability or any other legally protected status.

Apply:

Please visit us at <https://www.indianabiosciences.org/careers/> to learn more and/or apply for this opportunity. Interested individuals are encouraged to provide their resume or CV and a brief cover letter when they apply.