

## **Associate Director for Research Administration, UPMC Hillman Cancer Center, Pittsburgh, PA**

UPMC Hillman Cancer Center (Hillman) seeks a talented and experienced individual to step into a highly supportive environment as Associate Director (AD) / Deputy Director (DD) for Research Administration. This is a very exciting time for a new AD for Administration to join Hillman. Hillman is strongly supported by UPMC and the University of Pittsburgh School of Medicine. The Hillman Foundation recently committed a large amount of continued support for our Center over the next 10 years. The new AD / DD will help promote and invest these funds in new projects, recruits, shared resources, and pilot programs. With our re-naming as UPMC Hillman Cancer Center, a new Director, and upcoming expansion of space for Hillman researchers, Hillman is unified and supportive of cancer research and therapy.

The AD for Research Administration reports directly to the Hillman Director, and is a member of Hillman's executive leadership team. Duties and responsibilities include:

- supervising a supporting team of administrators and PhD-level scientists,
- coordinating vision setting and strategic planning; overseeing CCSG Programs and Shared Resources;
- developing Center policies and procedures;
- working with the Hillman Fiscal Office to develop budgets and monitor spending; developing staffing and space utilization plans and overseeing facility operations;
- managing Hillman's membership and grants portfolio; and
- communicating research outcomes to Hillman investigators, the NCI, and the public.

To facilitate and advance Hillman science, the AD / DD will also:

- coordinate CCSG preparation and submission;
- grow the funded research base, with emphasis on multi-disciplinary collaboration;
- work with the Hillman Development Office to promote and increase philanthropic donations; assist in recruitment of faculty.

Located in the City of Pittsburgh's Shadyside neighborhood, (Pittsburgh is routinely ranked as one of the top-most livable and affordable U.S. cities), Hillman is a National Cancer Institute (NCI)-designated matrix cancer center focused on state-of-the-art cancer research, training the next generation of cancer researchers, and community outreach. In 2015, Hillman celebrated its 30th anniversary and the renewal of its 5-year NCI Cancer Center Support Grant (CCSG). Hillman has over 330 members, 10 scientific programs, 13 CCSG-supported shared resources, and an FY17 institutional funding base of nearly \$157 million. In FY16 the University of Pittsburgh ranked #5 in overall NIH funding. During its 2015 CCSG review, Hillman Research Administration scored exceptional.

Candidates for the position must have a PhD or master's degree in business, administration, policy, or other research administration-relevant field. Candidates also must have 5+ years in research administration, which includes an understanding of the regulatory requirements and complexities pertaining to animal and clinical research; familiarity with NCI CCSG requirements; experience with NCI-funded cancer centers; and excellent written and oral communication, computer, people management, and interpersonal skills.

The successful candidate will be hired as an employee of the University of Pittsburgh, with a very competitive salary and benefits package (see [www.hr.pitt.edu/benefits](http://www.hr.pitt.edu/benefits)). The University of Pittsburgh is an equal opportunity employer. EEO / AA / M / F / Vets / Disabled

To apply for the position of Associate Director for Research Administration at UPMC Hillman Cancer Center, please send a 1-page personal statement highlighting your qualifications and experience, along with your CV or resume, to Hillman Director Robert L. Ferris, MD, PhD (care of [thompsonla3@upmc.edu](mailto:thompsonla3@upmc.edu)).

**Robert L. Ferris., MD, PhD, Director,  
UPMC Hillman Cancer Center  
C/O Lola Thompson, 5150 Centre Avenue, Suite 500  
Pittsburgh, PA 15232**