Research Development Associate

Job Code: 1310, level 12

If interested, apply online at http://www.hr.duke.edu/jobs using requisition number 401074683.

Occupational Summary

Coordinate, administer, and participate in the development and technical activities of the newly launched Center for Statistical Genetics and Genomics (StatGen). Directly interact with the research community at Duke and beyond, and coordinate all research activities at the center. Position requires a scientific background as well as strong communication and organizational skills. Exposure to one or more of the following research areas is beneficial: genetics, genomics, computational biology and/or statistics.

Work Performed

Administer and coordinate the technical activities, educational programs, and infrastructure related to the operation of StatGen. Ensure effective and timely information flow to and from the StatGen Director. Work with investigators, students and StatGen staff to coordinate and ensure that all research activities are commensurate with StatGen policies and goals. Understand the short and long-range goals for the operation of the center and assist with setting priorities and establishing timetables.

Promote StatGen research programs and opportunities. Identify themes of research, analytic problems and areas of opportunity; communicate findings and funding opportunities to the StatGen Director. Coordinate receipt and communication of all incoming research proposals to the Director, with appropriate feedback provided to the researcher. Provide assistance to the Director and other StatGen researchers in the preparation of grant proposals.

Maintain and manage all communication with StatGen researchers and students. Work with collaborators, researchers, investigators and students to coordinate continuity of research projects. Provide follow-up with all investigators and assist in the collection of collaborative data, preparation of reports and center communications.

Coordinate and participate in working group meetings; document an accurate record of the discussions and follow through accordingly with assigned tasks. Process and distribute research proposals to working groups, prior to meetings. Assist researchers and students participating in the Center’s working groups.

Design, develop and maintain relational database of research activities. Establish stream of communication and data flow necessary to track projects and working groups from initial formation to execution/resolution of the projects. Prepare summary statistics and tables of research activities to Director upon request. Maintain StatGen publication list.
Coordinate communication activities to include conceptualizing and writing letters and documents in response to internal and external inquiries. Represent the center in interactions with other departments. Plan, schedule, coordinate and execute center-based events, including space, food, materials, communication and acting as a resource to participants.

Provide financial documentation to the B&B administrative office in a timely manner and clarify charges with researchers as required.

Perform other tasks and projects as assigned.

**Required Qualifications at this Level**

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<th>Education/Training:</th>
<th>Bachelor’s degree or above, with specialization in a biological or quantitative science.</th>
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<tr>
<td>Experience:</td>
<td>Three years of experience with coordination of a research program. Exposure to one or more of the following research areas: genetics, genomics, computational biology and/or statistics.</td>
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| Skills:             | • Ability to work in a team environment  
                       • Excellent communication skills (both written and verbal)  
                       • Excellent organizational and coordination skills  
                       • Strong attention to detail required  
                       • Proven record of collaboration and teamwork  
                       • Excellent time management skills needed to prioritize among many competing priorities  
                       • Proficient in Microsoft Word, Excel, SharePoint, PowerPoint  
                       • Solid understanding of science-related topics |