



ASSOCIATE VICE DEAN RESEARCH ADMINISTRATION
University of Pennsylvania School of Medicine
Reference Number: 050316949

The role of the Associate Vice Dean will be to establish and lead an administrative center that facilitates research, provides quality, customer-service-oriented, state-of-the-art support to faculty, and assures compliance and accountability in all of the School's research activities. The Associate Vice Dean, as director of the center, will serve as a senior member of the Dean's management team and play a primary role in developing strategic, policy and administrative recommendations to support the research programs at the University of Pennsylvania's School of Medicine (SOM). The Associate Vice Dean will be responsible for leading cooperative efforts in the areas of grants management, clinical trial management, research management information systems, and compliance.

Specific duties will include assuring appropriate stewardship of sponsored funds, human subject and animal compliance, investigator support services, management of clinical trials, negotiation of contracts, management of core facilities and administrative information technology related to research, in conjunction with the offices and departments that have direct responsibility for those activities.

Qualifications:

Advanced degree required with at least 7 years relevant experience. Increasingly responsible experience in research administration in a research university or academic medical center highly desirable.

For more information about working at Penn and to apply for this position, please submit resumes online at the University of Pennsylvania's Human Resources website:

<https://jobs.hr.upenn.edu/applicants/Central?quickFind=180862>

Alternatively you may search by reference number **050316949** at <https://jobs.hr.upenn.edu/>

A leader in medicine for more than 240 years, The University of Pennsylvania opened its School of Medicine, the nation's first, in 1765. The University of Pennsylvania's School of Medicine is committed to remain a world-leading institution in three equally valued and inter-related missions of patient care, education, and research. We accomplish this by recruiting and retaining a world-class faculty and staff who strive for excellence, innovation, quality and professionalism. Our goal is to be recognized worldwide as one of the most accomplished and respected Schools of Medicine.

Penn offers an excellent benefits package including: Medical/Dental, Life and Dependent life insurance; health care/Dependent care pre-tax expense account; retirement plans with generous matching; tuition assistance benefits for employees and family. The University of Pennsylvania is an affirmative action/equal opportunity employer. <http://www.hr.upenn.edu/>