



**Center of Marine Biotechnology
University of Maryland Biotechnology Institute
Baltimore, Maryland**

VACANCY ANNOUNCEMENT

- Title:** Assistant Director
- Category:** Regular, Exempt Staff
- Qualifications:** Five or more years of increasing administrative experience and responsibility in a University or similar setting with a strong background in fiscal and research project management and coordination. Bachelor's degree in a related field is required, Masters is highly desirable. Knowledgeable in contract and grant management, proposals, personnel policies, procedures and operations, government, university budget and procurement policies, intellectual property and technical transfer matters. Supervisory and management experience is also required.
- Responsibilities:** The Assistant Director will report to the Center Director. Responsibilities will include, but are not limited to:
- Administrative, managerial and operational support for all Center activities
 - Fiscal management, including state and non-state budget formulation, justification, negotiation, and implementation.
 - Contract/grant administration, including all aspects of pre/post award actions and activities.
 - Represent and serve as the Center's liaison with internal/ outside organizations, to include federal/ state government, non-profit, for profit, philanthropic, academic, consortiums, etc.
 - Policy/procedure development and compliance.
 - Management and oversight of Human Resources, Aquaculture Research Center, and Information Technology operations.
 - Advise faculty and assist with technology transfer of the Center's Intellectual Property
 - Assist the Director in program development, faculty recruitment, performance reporting, legislative testimony preparation, etc.
- Salary:** Commensurate with experience
- Position Available:** Upon Completion of Search
- Applications:** Send a letter of interest (referencing **position# 300188**), resume, salary history and the names/phone numbers of three references via email to combhr@comb.umbi.umd.edu .
- Closing Date:** Application review will begin on **May 31, 2008** and will continue until a suitable candidate is selected.

Visit our website at www.umbi.umd.edu

UMBI is committed to affirmative action and equal opportunity employment. As required by the 1986 Immigration Act, applicants should be prepared to present acceptable documentation showing their identities, their U.S citizenship or alien status, and their authorization to work in the United States.