



Job Req ID: 91316

Academic Program Administrator

We are seeking an **Academic Program Administrator** who provides administration and management for several of the Clinical Research Training, Education and Career Development Programs through the Johns Hopkins Institute for Clinical and Translational Research (ICTR). Under the direction of the Project Administrator the Academic Program Administrator will oversee all aspects of day-to-day administration of several programs including the Building Interdisciplinary Research Careers in Women's Health (BIRCWH) Program funded by the National Institute of Health. The Academic Program Administrator will develop, organize, upkeep, and implement processes, procedures, and systems for these efforts. The incumbent is expected to execute the varied duties and responsibilities independently, with minimal supervision.

Specific Duties & Responsibilities

- Develop and implement processes, procedures, policies, and systems. Includes utilizing and maintaining the trainee database, trainee seminar schedule, and trainee requirements for each program.
- Responsibility for budgetary areas include budget tracking, and monitoring, as well as contributing to the planning and preparing of annual program budget(s) and projections.
- Work with the Academic Program Manager to process human subject (or animal research) prior approval for all scholars.
- Coordinate all scholar requirements and follow scholar progress through entire program, ensuring requirements are met, and assisting in resolving questions and problems.
- Monitor and assist with the admissions processes and recruitment.
- Suggests and implements enhancements for a more successful scholar experience including identifying opportunities to build programs, update existing resources, and develop new resources.
- Assist with preparing Annual Progress Reports and competitive grant renewal applications.
- Serve as primary point of contact for program communication for scholars and faculty
- Represent the program to key stakeholder groups, including university leadership, program faculty, ICTR administrative staff, Executive Committees, as well as external departmental staff and faculty and collaborators.
- Plan and manage special events including, but not limited to, information sessions, trainee orientations, monthly career development meetings, conferences, seminars, committee meetings etc.

- Initiate appointment & termination forms.
- Manage the Flight Tracker system for scholars, trainees, and alumni.
- Design and collect program evaluations to monitor and evaluate training programs and produce regular reports for Program Directors.
- Maintain confidentiality and accuracy of sensitive records/transcripts/files.
- Create strategic direction for both internal and external websites in collaboration with the Academic Program Manager and Marketing and Communications.
- Attend the annual Association for Clinical and Translational Science Conference and/or the annual BIRCWH Conference
- Other responsibilities as assigned.

Level of Independent Decision Making

- Duties are varied in nature, requiring the solving of both commonly encountered and unusual problems.
- Exercise administrative judgment on a regular and continuous basis and assists the Project Administrator and Program Directors in determining departmental and program priorities and policies.
- Assume responsibility for decisions, judgments, and procedures and follows through to meet scope of responsibilities.
- Consult Project Administrator and Program Directors for clarification of policies/procedures.
- Work is guided by the university's policies, established strategies, and plans, normally subject to senior management guidance and periodic review of goal achievement in relation to agreed-upon strategies.

Minimum Qualifications (Mandatory)

- Bachelor's Degree.
- 3 years progressively responsible experience in program administration in an academic environment.
- Excellent organizational, analytical, interpersonal, oral, and written communication skills.
- Ability to work independently and be a proactive leader.
- Excellent technical and computer skills (Internet, and software applications: word processing, spreadsheets, presentations, grants preparation, etc.).



- Must be able to maintain confidential information.

Preferred Qualifications

- Progressively responsible and related experience in academic or grant management.

Special Knowledge, Skills & Abilities

- Ability to provide high-level support in academic matters to the Program Directors and scholars/trainees.
- Strong organizational, administrative and problem-solving skills.
- Ability to directly manage a function.
- Proven ability to assess priorities, with the ability to respond quickly to changing needs and to balance competing responsibilities.
- Excellent written and oral communication skills, with the ability to clearly relay information among faculty, staff and students.
- Skill in negotiating ambiguous situations.
- Knowledge of software applications such as SIS, Slate, Microsoft Office 365.
- In depth knowledge of University academic policies and procedures.
- In depth knowledge of departmental and financial regulations and policies.
- Ability to exhibit a manner of professional behavior that will promote positive interactions between faculty, staff, students and external clients, and enhance the public image of the University.

Classified Title: Academic Program Administrator

Working Title: Academic Program Administrator

Role/Level/Range: ACRP/03/MC

Starting Salary Range: \$45,650 - \$62,850 annually

Employee group: Full Time

Schedule: M-F, 8:30 am-5:00 pm

Exempt Status: Exempt

Location: Hybrid

Department name: 10003311-SOM ICTR Inst Clin Translational Resrch

Personnel area: School of Medicine



Please refer to the job description above to see which forms of equivalency are permitted for this position. If permitted, equivalencies will follow these guidelines:

JHU Equivalency Formula: 30 undergraduate degree credits (semester hours) or 18 graduate degree credits may substitute for one year of experience. Additional related experience may substitute for required education on the same basis. For jobs where equivalency is permitted, up to two years of non-related college course work may be applied towards the total minimum education/experience required for the respective job.

**Applicants who do not meet the posted requirements but are completing their final academic semester/quarter will be considered eligible for employment and may be asked to provide additional information confirming their academic completion date.

The successful candidate(s) for this position will be subject to a pre-employment background check.

The Johns Hopkins University values diversity, equity and inclusion and advances these through our key strategic framework, the [JHU Roadmap on Diversity and Inclusion](#).

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

EEO is the Law

Learn more:

https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

Accommodation Information

If you are interested in applying for employment with The Johns Hopkins University and require special assistance or accommodation during any part of the pre-employment process, please contact the Talent Acquisition Office at jhurecruitment@jhu.edu. For TTY users, call via Maryland Relay or dial 711. For more information about workplace accommodations or accessibility at Johns Hopkins University, please visit accessibility.jhu.edu.

Johns Hopkins has mandated COVID-19 and influenza vaccines, as applicable. Exceptions to the COVID and flu vaccine requirements may be provided to individuals for religious beliefs or medical reasons. Requests for an exception must be submitted to the JHU vaccination registry. For additional information, applicants for SOM positions should visit <https://www.hopkinsmedicine.org/coronavirus/covid-19-vaccine/> and all other JHU applicants should visit <https://covidinfo.jhu.edu/health-safety/covid-vaccination-information/>.



The following additional provisions may apply, depending on campus. Your recruiter will advise accordingly.

The pre-employment physical for positions in clinical areas, laboratories, working with research subjects, or involving community contact requires documentation of immune status against Rubella (German measles), Rubeola (Measles), Mumps, Varicella (chickenpox), Hepatitis B and documentation of having received the Tdap (Tetanus, diphtheria, pertussis) vaccination. This may include documentation of having two (2) MMR vaccines; two (2) Varicella vaccines; or antibody status to these diseases from laboratory testing. Blood tests for immunities to these diseases are ordinarily included in the pre-employment physical exam except for those employees who provide results of blood tests or immunization documentation from their own health care providers. Any vaccinations required for these diseases will be given at no cost in our Occupational Health office.

Note: Job Postings are updated daily and remain online until filled.

Hybrid