



<b>Position Title:</b>	Director, Biotechnology Initiatives	
<b>Reports To:</b>	Department Chair	
<b>Department:</b>	Biotechnology	<b>Job Code:</b> 0123
<b>Prepared By/Date:</b>	Lourdes Oroza/8-2005	<b>Job Group:</b> PEC
<b>Approved By/Date:</b>	Lourdes Oroza/8-2005	<b>Salary Grade:</b> 17
<b>Revised:</b>	Jennifer C. Brito/6-8-2009	<b>FLSA Status:</b> Exempt

### **Summary:**

The Director of the Biotechnology Initiatives is responsible for the organization, management, planning, implementation, continuous review and analysis of the College's Biotechnology Initiatives program. This individual provides academic leadership, serves as an integral member of the College and Campus administrative teams and works closely with Science Department Chairs, Associate Deans/School Directors, Academic Deans, Campus Presidents and government, industry and business partners

### **Essential Duties and Responsibilities:**

- Facilitates the development of the college-wide Biotechnology program
- Creates new and revises existing Biotechnology curricula
- Works with industry and other academic departments to develop curricula and /or opportunities for new programs and articulation agreements
- Hires, supervises, and evaluates personnel for the biotechnology initiatives between both North and Wolfson Campuses
- Identifies grant opportunities; assists in writing responses; administers and manages multiple program grants supporting biotechnology initiatives college-wide
- Serves as a liaison between the College and project consultants, focus groups, state and federal funding agencies
- Assures that the program efforts comply with the requirements of the different funding sources
- Prepares and maintains budget, biotech labs and equipment for the program
- Serves on campus and college-wide committees
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of workforce and grant development
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Skill in budget preparation and management.
- Skill in computer applications.
- Ability to identify strategies and support grant development to help achieve the College's mission and goals
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to work in a multi-ethnic and multi-cultural environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in bioscience or closely related field and four (4) years experience in an academic or industrial laboratory setting involving program and grant administration experience in addition to laboratory research activities.
- Two (2) years experience in workforce development.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name