



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

PROGRAM MANAGER FOR RESEARCH AND PREVENTION

Cancer Prevention and Research Institute of Texas (CPRIT) is the second largest funder of cancer research and prevention activities behind only the federal government. Over the past decade, CPRIT has invested more than \$2.9 billion in cutting edge research leading to a significant increase in intellectual property and knowledge related to cancer treatments, cures, and prevention best practices. CPRIT offers an unparalleled opportunity to catalyze discovery and progress in the prevention, diagnosis, and treatment of cancer.

Position Summary

Provides complex senior managerial work within the Academic Research and Prevention Programs. Work involves coordinating, supporting and evaluating program activities. The position requires strong organizational, analytical, and communication (written and oral) skills. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. This position will serve in a programmatic integrative model and works directly with the Chief Prevention Officer (CPO) and the Director of Academic Research (DAR).

Salary Range: \$69,415 - \$117,397

Closing Date: July 14, 2022

GENERAL QUALIFICATION REQUIREMENTS

Experience

Four (4) years full time experience in program and/or data management is required. Experience working at a university or Texas state agency or community health program in epidemiology is required. Grant award administration is preferred.

Education

Graduation from an accredited four-year college or university with a Master's degree in population health or health services research or biological sciences, or another relevant field.

Knowledge, Skills and Abilities

Knowledge of working extensively with data collection, data analysis and data reporting. Skill in effectively and concisely communicating both orally and in writing. Skill and ability to work in Microsoft Office Suite and proficiency in Excel.

Ability to direct and organize program activities; identify problems, evaluate alternatives, and implement effective solutions; develop and evaluate policies and procedures; prepare reports; provide assistance and technical support to agency grantees; and work with grant managers assigned to CPRIT research and prevention grants.

Ability to establish positive working relationships with staff and grantees is essential.

Ability to make independent decisions, manage high priority workloads, manage competing priorities, and operate in a changing environment.

EXAMPLES OF WORK PERFORMED

Works with DAR and CPO in monitoring grantee progress reporting to ensure reports are submitted timely and complete.

Provides direction, guidance and technical assistance to applicants and grantees and assists with application processes and evaluation of grantee, progress reports.

Works extensively in CPRITs electronic Grants Management System.

Works with DAR and CPO in developing and or strengthening integrative constructs for Requests for Applications (RFA), Instructions for Applicants (IFA) and Progress Report Instructions.

Works with DAR and CPO in scheduling and providing resource documents for internal and external meetings including but not limited to Advisory Committees, Oversight Committee and Subcommittees and other stakeholders.

Assist with conference planning and execution, especially with conference abstracts.

Assist with annual report content.

Assist with data collection, data analysis, and data request fulfillment.

Works with other staff to plan, develop, coordinate, and write grant management and application policies.

Prepares reports and presentations.

Performs related work as assigned.

Military Occupational Codes

You may access the Military Occupational Specialty (MOS) codes applicable to this position at [Military Crosswalk for Occupational Category - Program Management \(texas.gov\)](#). CPRIT encourages Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above to apply.

Application Instructions

If you meet the qualifications, complete and submit a State of Texas application online via the WorkInTexas.com portal. You may also mail the application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711. You can access the State of Texas application from <https://cprit.texas.gov/about-us/employment-opportunities/>.

All résumés must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion. Faxed and emailed applications will not be accepted.

CPRIT is a non-smoking office; the agency is in Capitol Complex of Austin, Texas.

CPRIT currently offers teleworking as an option to employees.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

You may find additional information regarding the Institute's history and operations on the agency's website at <https://cprit.texas.gov/>.