



Department Manager (Project Manager Coordinator)

Indiana University - Department of Biochemistry

\$20.19-\$20.67 Per Hour

DEPARTMENT SUMMARY

Molecular and Cellular Biochemistry is a modern, vibrant academic science department offering both undergraduate and graduate programs. We are housed in Simon Hall, a multidisciplinary science building strategically located between the departments of Biology, Chemistry, Medical Sciences, and Physics. This location mimics the goals of our department, which is to build scientific bridges between these various disciplines by stimulating interdisciplinary research among different fields. Our department continues to grow, with a number of faculty researchers and teachers who utilize leading-edge physical and structural biology methodologies to address exciting questions in the life sciences. Our areas of expertise are broad and include such sub-disciplines as structural virology, chromosome biochemistry, and the analysis of membrane receptors.

The College values diversity, equity, and inclusion as a core strength and essential element in the success of its educational mission. For full statement, [click here](#).

ROLE HIGHLIGHTS

- DEPARTMENT-SPECIFIC RESPONSIBILITIES
 - Acts as the departmental liaison with the College of Arts and Sciences.
 - Tracks confidential information related to salaries, visa status and academic appointments to facilitate accurate payroll and visa monitoring. General Responsibilities Coordinates support for project management activities, resource allocation, and communication. Develops a schedule designed to meet necessary deadlines and communicates with team members.
 - Oversees interdepartmental programs involving MCB (the Biochemistry graduate program and the Molecular Life Sciences undergraduate program).
- GENERAL RESPONSIBILITIES
 - Coordinates support for project management activities, resource allocation, and communication.
 - Develops a schedule designed to meet necessary deadlines and communicates with team members.
 - Monitors project progress and handles moderately complex issues that arise.
 - Ensures projects adhere to frameworks and all documentation is maintained appropriately for each project.
 - Collaborates with cross functional teams with varying levels of seniority and experience to support various programs that span several departments.
 - Performs a variety of administrative skills and prepares correspondence related to the project.
 - Maintains a detailed, organized file and records system.

ROLE QUALIFICATIONS + DESIRED SKILLS

- EDUCATION
 - High school diploma or GED
- WORK EXPERIENCE
 - 2 years of relevant experience
- SKILLS

<ul style="list-style-type: none"> Required ◦ Demonstrates project management skills ◦ Proficient communication skills ◦ Excellent collaboration and team building skills ◦ Demonstrates time management and priority setting skills ◦ Effective interpersonal skills 	<ul style="list-style-type: none"> Preferred ◦ Knowledge of IU policies, procedures, and systems, including HRMS, KFS, and SIS ◦ Strong supervisory skills ◦ Ability to handle multiple tasks and work well under deadline pressure
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