

NIDA Center of Excellence (CoE) Coordinator: CENTER FOR FAMILY RESEARCH, UNIVERSITY OF GEORGIA: The Center for Family Research (CFR) at the University of Georgia invites applications for the position of CoE Coordinator. This individual will coordinate and document all NIDA Center of Excellence activities, meetings, and initiatives. Candidates must have demonstrated experience in coordinating large-scale research projects or multi-faceted programs. Masters or Ph.D-level training in a behavioral science or public administration discipline required. To support CoE activities, a diverse skill set is needed, but exemplary written communication and administration skills are critical. Coordination of the grant will involve (1) Preparation of written materials for a variety of audiences and purposes (e.g., IRB applications, Pilot Study Funding Opportunity Announcements, Pilot Study Review Summaries, Project Descriptions (for website), Seminar Announcements, Meeting minutes, Annual Reports, e-newsletters , (2) Supervision and support of various positions with technical expertise related to Center initiatives (e.g., website developer, project coordinators), and (3) Communication with all parties responsible for Center activities to remind of deadlines, ensure resources are available as needed, and request updates on progress.

The CFR is a nationally recognized research center that conducts studies on resilience, drug use and abuse, risk behavior, developmental psychopathology, family and community processes, gene-environment interplay processes (gene-environment correlations, gene × environment interactions, and epigenetics), and outcomes of programs designed to prevent drug use and risk behavior. It is a unit of the Institute for Behavioral Research (IBR), an interdisciplinary institute of fellows and affiliates representing psychology, sociology, public health, education, geography, and business.

The University of Georgia is the flagship state university located in Athens, a growing metropolitan center with a population of approximately 100,000. Located in northeastern Georgia, Athens is within a 1 ½ hour drive to Atlanta and the north Georgia mountains. Athens itself offers cultural, sporting, and recreational activities, at a moderate cost of living.

Applications will be considered on a rolling basis. Applicants should send a letter describing their relevant training experiences and skills with data analysis and management, a CV, and a list of three references to Dr. Anita Brown, Associate Director, Center for Family Research, 1095 College Station Road, Athens, GA 30602-4527. Review of applications will begin October 15, 2009, and will continue until the position is filled.

The University of Georgia is committed to increasing the diversity of its faculty and students, and sustaining a work and learning environment that is inclusive. Women, minorities and people with disabilities are encouraged to apply. The University is an EEO/AA institution.