The Translational Psychiatric Genomics (TPG) laboratory within the Rutgers Robert Wood Johnson Medical School Department of Psychiatry led by Dr. Danielle Dick is seeking a full-time Program Assistant. Dr. Dick’s TPG lab explores how genetic and environmental influences contribute to patterns of substance use and related behaviors, and how we can use that information to inform prevention and intervention. The Program Assistant will also have the opportunity to support the Rutgers Addiction Research Center (RARC), recently launched by Dr. Dick to bring together Rutgers researchers, clinicians, and community members to tackle addiction through building collaborative partnerships among these groups, offering training opportunities, and growing the field of addiction research at Rutgers.

The program assistant will provide administrative and program support to the Principal Investigator, faculty, and other professional staff. This position assists in support of research activities, clerical work, procurement, and the coordination of office operations. This position reports to RARC Program Manager, Emily Balcke.

Key Duties Include:
- Supports the oversight of sponsored projects within Dr. Dick’s laboratory. Activities may include tracking project progress, organizing assessment protocols, drafting reports and IRB applications, managing study-related paperwork, and tracking manuscripts and presentations.
- Responsible for managing Director Dick’s calendar. Makes appointments and schedules meetings. Manages the Translational Psychiatric Genomics lab calendar including conferences, seminars, program site meetings, workshops, etc.
- Maintains administrative documents for the Director. Maintains essential records and assists in the maintenance of all activity files.
- Assists the Program Manager with the preparation of grant proposals. Gathers and organizes documents, prepares bio-sketches from resumes, produces tables and spreadsheets for inclusion, edits drafts and final version.
- Supports Director Dick and TPG lab members with travel, IT requests, and Human Resources requests.
- Maintains TPG lab website.
- Coordinates fiscal procedures and maintains records associated with grant accounts. Tracks budgets for programs and ensures funds are utilized according to policy and regulations. Compiles necessary data and justification for projected expenditures.
- Identifies vendors for technical services, furniture, equipment and supplies. Researches major purchases and makes recommendations. Oversees payment for office, travel and meeting expenses.

Qualifications:
- Bachelor’s Degree, plus one (1) year of related experience in a business office, government agency or university setting required. Applicants lacking the degree may substitute appropriate related experience on a year-for-year basis.
- Ability to establish priorities, manage multiple activities and ensure the timely completion of assignments and in meeting deadlines.
- Knowledge of and experience with human subjects research is preferred but not required.

Apply: https://jobs.rutgers.edu/postings/220140

Please reach out to Emily Balcke (emily.balcke@rutgers.edu) with any questions about this position.