**UC San Diego Health**

**COMMUNITY PSYCHIATRY GRANTS MANAGER**

**Filing Deadline: Open Until Filled**

**Hiring Pay Scale: $78,000 - $110,000 / Year**

**This position will work a hybrid schedule which includes a combination of working both onsite in San Diego and remote.**

**DESCRIPTION**

UCSD Department of Psychiatry is one of the most innovative and productive academic departments in the country, offering challenging career opportunities in the diverse areas of advanced educational programs, cutting-edge research, and state-of-the-art clinical services. The department is committed to offering a dynamic learning environment and growing opportunities to its talented and dedicated employees.

Under direction of project Principle Investigators within the Community Psychiatry Program in the Department of Psychiatry, the Community Psychiatry Program Management Officer 3 will function as senior academic grants project manager, including oversight of daily operations, regulatory compliance, project development, employee management, finances, and HR functions of various projects. The incumbent will coordinate and manage the execution of projects, analyze data, write-up, publish and present the data, design follow-up projects, and securing funding through new grants and contracts. They will be responsible for oversight, management, and coordination of all program participants, staff, and mentors, as well as liaison with internal and external stakeholders. The incumbent will work with and supervise technical personnel, train, lead, and advise the work of trainees, post-doctoral fellows and collaborators.

Community Psychiatry Program projects focus on addressing the mental health workforce shortage needs in high needs areas San Diego County and surrounding areas, including increasing the number of providers that enter the public sector workforce, and better understanding public-sector psychiatric needs and utilization. Incumbent will create and maintain a pipeline program in San Diego County for high school and community college students from underrepresented regions and backgrounds to pursue careers in behavioral health. Incumbent will also contribute to scientific manuscripts and grants applying knowledge and understanding of the projects relating to the purpose of the community psychiatry program. Apply expertise necessary to present clear, consistent, logical scientific arguments. Publish scientific findings on peer-reviewed publications. Be responsible for writing, maintenance and adherence to safety and other protocols.

**MINIMUM QUALIFICATIONS**

• Nine (9) years of related experience, education/training, OR an advanced degree in related area plus three (3) years of related experience/training.

• Thorough knowledge of administrative, budgetary, human resources and financial principles and practices.

• Excellent oral and written communication skills.

• Strong ability to think creatively and independently on concepts requiring advanced analytical skills. Strong decision-making and ability to use independent judgement and to respond effectively to unexpected events or changes.

• Effective interpersonal skills and ability to work with diverse groups to achieve results.Proven ability to work collaboratively with internal and external peers and managers.

• Advanced knowledge of or experience with mental health career paths.

• Experience to contribute significant original ideas, develop and plan approaches to the project, and to make important original contributions to the design and implementation of research projects, and propose modifications to the course of the studies as needed.

• Advanced ability to assimilate current scientific knowledge, and draw conclusions from data and statistical analyses.

• Strong computer aptitude, including experience with word processing and/or spreadsheet software and/or data analysis and database software.

• Demonstrated experience in scientific writing. Extensive knowledge of appropriate reporting formats and standards.

• Advanced knowledge of current and relevant granting agencies and grant opportunities.

• Demonstrated ability to contribute intellectually to grant applications and reports.

• Strong proven ability to take the lead on drafting and submission of abstracts, slides, and handouts posters, panels, and seminars, for departmentally provided continuing education, as well as local, national, and international conferences.

• Proven leadership and management experience and skills. Experience working with and supervising technical personnel, train, lead, and advise the work of trainees, post-doctoral fellows and collaborators.

**PREFERRED QUALIFICATIONS**

• Terminal degree in a related field.

• Extensive work experience in creating and maintaining a pipeline program in San Diego County for high school and community college students from underrepresented regions and backgrounds to pursue careers in behavioral health.

• Advanced knowledge of San Diego County public-sector mental health system.

• Advanced knowledge of San Diego County public high school and community colleges.

• Expertise to generate and follow a project from inception to completion, specifically, analyze and interpret the data, and present the data in publication/presentation format.

• Advanced experience functioning as scientific lead on projects including statistical analysis using SPSS, STATA, R, or similar software programming.

• Strong experience to mentor students providing a positive and elevating research experience, embracing diversity, while efficiently teaching scientific techniques, science communication and attitude.

**SPECIAL CONDITIONS**

• Employment is subject to a criminal background check.

• Must be able to work evenings and weekends as needed.

Job offer is contingent on successful engagement in the UC COVID-19 Vaccination program (fully vaccinated with documented proof or approved exception/deferral).

If applicable, life-support certifications (BLS, NRP, ACLS, etc.) must include hands-on practice and in-person skills assessment; online-only certification is not acceptable.

**Apply Online:**

<http://50.73.55.13/counter.php?id=254041>

UC San Diego Health Sciences is comprised of our School of Medicine, Skaggs School of Pharmacy and Pharmaceutical Sciences, The Herbert Wertheim School of Public Health and Human Longevity Science, and our Student Health and Well-Being Department. We have long been at the forefront of translational - or "bench-to-bedside" - research, transforming patient care through discovery and innovation leading to new drugs and technologies. Translational research is carried out every day in the hundreds of clinical trials of promising new therapies offered through UC San Diego Health, and in the drive of our researchers and clinician-scientists who are committed to having a significant impact on patient care. We invite you to join our team!

Applications/Resumes are accepted for current job openings only. For full consideration on any job, applications must be received prior to the initial closing date. If a job has an extended deadline, applications/resumes will be considered during the extension period; however, a job may be filled before the extended date is reached.

To foster the best possible working and learning environment, UC San Diego strives to cultivate a rich and diverse environment, inclusive and supportive of all students, faculty, staff and visitors. For more information, please visit UC San Diego Principles of Community - <https://ucsd.edu/about/principles.html>.

UC San Diego Health is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation. For the complete University of California nondiscrimination and affirmative action policy see: <http://www-hr.ucsd.edu/saa/nondiscr.html>