

THE JOHNS HOPKINS UNIVERSITY
DEPARTMENT OF BIOLOGY
ASSOCIATE RESEARCH SCIENTIST - JOB DESCRIPTION

The Analysis, Visualization, & Informatics Lab-space (AnVIL) is a secure cloud based software ecosystem for genomic data analysis (<http://anvilproject.org>). The AnVIL Team is distributed at sites throughout the country, with the Leadership managed out of JHU under program director Dr. Michael Schatz and supported by several other faculty and researchers at JHU and at collaborating institutions. The scalability and access of AnVIL will be utilized in teaching environments to train the next generation of scientists to have an understanding of accessible, reproducible, and transparent genomic data science techniques.

General Summary:

The AnVIL Project Manager will work closely with the AnVIL Project Director at JHU to provide oversight on the AnVIL Project and communicate regularly with federal funding agencies and research laboratories.

Duties and Responsibilities:

Leadership

- Represent the AnVIL Project within and outside the institution on behalf of the Project Directors, including attending meetings and preparing follow-up reports.
- Participate in the development of the Center's plans and programs as a strategic partner focused on talent acquisition, development, branding, communications, and public relations.
- Contribute to the assessment of emerging funding opportunities, weighing costs, benefits, and strategic fit. Work with outside parties and Center members to garner additional funding for the center and specific projects.
- Manage strategic relationships with funders (federal, private, and corporate); serves as the advisor to the Program Director and the funding organization's leadership team in the management of initiatives.
- Work in close collaboration with Project Director in determining effective resource requirements for project staff, as well as prioritization and allocation of project resources.

Human Resource Management

- Manage the onboarding process for incoming trainees and staff. Serve as the point person during the hiring and training process for overall information about the AnVIL's organizational structure and programs, and provide information regarding expectations of conduct, attendance and communication with immediate supervisors, coworkers, and the AnVIL Leadership, as appropriate.

Communications

- Ensure individuals are appropriately communicating with in and across teams located at geographically distant institutes to accomplish project milestones.
- Understand the goals, leadership, and development strategies of the AnVIL working groups to provide support and/or resources to help accomplish AnVIL Project goals and communicate to leadership on progress and barriers.

- Schedule, prepare, lead, and follow up on working group meetings to ensure working groups are progressing towards working group goals. Will require working closely with the working group chair(s) to understand the short and long term goals.
- Provide regular reporting to AnVIL team and funding agencies on accomplishments and progress towards AnVIL goals. Reporting includes formal biweekly semi-annual AnVIL updates to the AnVIL Team and funding agencies.
- Actively communicate with other AnVIL project managers at different sites to ensure tasks can be effectively accomplished through collaborative cross-site efforts.
- Contribute towards planning of software development and outreach/training to help set AnVIL Project goals with Leadership.

Outreach

- Contribute to the design, messaging, and maintenance of the AnVIL Project Portal to ensure AnVIL is appropriately represented on the public facing Portal.
- Contribute to social media messaging and announcements relating to the AnVIL Project.
- Attend conferences and meetings to represent AnVIL outreach activities.
- Present and/or lead training sessions at conferences and meetings.
- Collaborate and communicate with members of other NIH ICs to identify collaborative projects.
- Work with similar NIH funded cloud based analysis ecosystems on shared outreach and training goals.
- Contribute to development, refinement, and maintenance of training materials demonstrating token genomic data analysis strategies.

Education:

Requires PhD

Experience:

Five years experience required.

Special Knowledge, Skills, and Abilities:

- Ability to utilize computer applications to design and develop reports and other specialized correspondence and communications; proficiency in Google Docs, Slides, Sheets, and Microsoft Office software.
- Ability to use Microsoft Github and understanding of Markdown.
- Familiarity with cloud computing on Google Cloud Platform.
- Familiarity with bioinformatics analysis, R/Bioconductor and Galaxy.
- Ability to work collaboratively with JHU leadership, faculty, staff, administrative support offices, partners and leadership and international collaborators/visitors and with the external funding agencies.
- Ability to manage diverse and successful teams.
- Outstanding intellectual capability, problem solving skills, and ability to learn complex content quickly and apply it to project management responsibilities.
- Strong leader, self-starter, flexible, able to work independently and in teams, and able to take multiple priorities and translate them into project completion through expert planning.
- Exemplary organizational skills.
- Demonstrated ability to manage and complete complex projects.

This description is a general statement of required duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

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