

Position Classification Title: Assistant Director

Job Category: Administrative

Job type: Full-time

Regular/Temporary: Regular

Position Reports to: Director

Position Summary

The Hogleund Brain Imaging Center (HBIC) is a rapidly growing research and clinical imaging center within the University of Kansas Medical Center. Current activities include magnetic resonance imaging and magnetoencephalography research studies into normal and diseased brain function. The HBIC has a current staff of more than 30 scientists and support personnel and an annual budget approaching \$4 million.

The Assistant Director will be responsible for the day to day operational, administrative, financial, and human resources functions of the center. The Assistant Director will closely collaborate with the Director on strategic planning. This person must be a facilitator and a creative individual who can rapidly find solutions to challenges of a new center as they arise. The Assistant Director reports to the Director of the HBIC.

Required Qualifications:

Bachelors degree or higher in health care administration, business administration or a related field

Experience may substitute for degree on a year for year basis

Background in financial management, including budgeting and accounting

Previous experience in clinical and/or research settings and knowledge of the University of Kansas Medical Center business practices.

Knowledge of terms, laws, and compliance issues relating to both research and clinical practice.

High proficiency in computer applications; spreadsheet analysis, database administration, graphics and presentation software packages, etc

Superior communication, organizational, interpersonal, and time management skills

Individual must be able to work well under pressure to meet deadlines and be flexible to work some evening and weekend hours if necessary.

Preferred Qualifications

Masters degree or higher in health care administration, business administration or a related field

Knowledge and experience of strategic planning

Managerial experience, including supervision and oversight of employees

Knowledge of PeopleSoft and Microsoft Excel and Access

Position Description

General Operations and Management

Serve as advisor to Director regarding the strategic and operational aspects of the center as well as utilize knowledge and skills to develop and monitor the operations of the center

Oversee the management of the mission and objectives of the HBIC under the direction of the School of Medicine and the University of Kansas Medical Center

Actively participate in the development of center direction and strategic plan

Direct HBIC subcommittee activities, including Study Initiation Committee, Pilot Funding Committee and Space Allocation Committee.

Collaborate with Program Directors to ensure smooth operation and adequate resources for individual programs.

Serve as point person for all contractual, affiliation, and legal negotiations

Develop and administer HBIC Policies and Procedures and Standard Operating Procedures

Oversee coordination of travel, timekeeping, purchasing, reception, mail, information requests by administrative staff

Oversee organization of meetings, conferences, luncheons, lectures, and tour groups by administrative staff

Coordination of maintenance, housekeeping, and repairs

Coordinate remodeling, construction, and facilitate space allocation policy and implementation

Personnel Management:

Serve as human resource officer in all aspects of developing position descriptions, interviewing, hiring, and supervising personnel

Make recommendations to Director on staffing levels

Be responsible for recruitment, retention, and development of the administrative support staff.

Manage student and pre- and postdoctoral affairs.

Manage and oversee the workflow of staff in the HBIC

Coordinate timely reviews, evaluations, and corrective actions to ensure accountability.

Directly supervise all administrative support staff and oversee other center staff in the absence of their direct supervisors

Financial Oversight

Responsible for all fiscal matters concerning the HBIC

Develop and continuously monitor the budget and financing needs

Direct and organize clinical and research billing and collection functions

Facilitate and monitor income from greater than 50 sources to ensure timely and efficient payment as well as manage working relationships with each of these entities.

Provide financial reports regarding Center fiscal status to Director, SOM Leadership, and KUMC Leadership.

Similarly, provide summary reports to HBIC faculty, collaborators, and funding agencies regarding grant accounting and expenditures.

Act as liaison to Medical Center leadership in all fiscal matters

Grants Administration

Develop, administer, and provide oversight for individual intramural and extramural grant budgets and coordinate the accounts receivables

Serve as the grant administrator for all research projects for the HBIC by managing budget and other administrative aspects of research grants and contracts, including overseeing the preparation of grant progress and budget reports

Assist and provide guidance to Director and faculty in the preparation of grant and contract applications

Act as liaison to Medical Center Research Institute for grants management

Clinical Operations

Assist in the development and promotion of the department's clinical activities by working with physicians, insurance agencies, managed care companies, and patients

Continuously seek out opportunities in the marketplace to grow HBIC clinical practices

Act as liaison between academic units within the Schools of Medicine, Allied Health, Nursing, the Hospital, and the Physician practice as well as outside agencies and affiliations by fostering, building, and managing relationships

Philanthropy Administration

Participate in efforts to seek out funding opportunities and philanthropic support

Act as liaison to University of Kansas Endowment Association

Marketing and Communications

Oversee development of HBIC Annual Report

Develop marketing materials

Manage communications with the University

Coordinate tours, publicity, and other activities for the Center

In the absence of the Director, serves as Director and makes decisions on his behalf for all administrative and operational functions.

Performs other duties as needed

Senior Scientist/ Manager fMRI

Location: Hoglund Brain Imaging Center

Position Description:

The Hoglund Brain Imaging Center (HBIC) is a research center of excellence at the University of Kansas Medical Center (KUMC). HBIC carries out imaging research to understand disease, injury, and normal function in humans and animals. HBIC has a strong team of scientists who develop novel experimental approaches in magnetic resonance imaging/spectroscopy and magnetoencephalography in support of strong collaborations with KUMC investigators and nearby academic institutions. The research involves Magnetic Resonance Spectroscopy (MRS) and Imaging (MRI) of human brain of various conditions including aging, neurodegenerative diseases, neurological diseases, diabetes, brain injury, cancer, among others. The HBIC serves as the core imaging facility for the NIH-funded Frontiers: Heartland Institute for Clinical & Translational Research, the University of Kansas Alzheimer's Center, and the Kansas Intellectual and Developmental Disabilities Research Center.

HBIC is looking for a Senior Scientist who will support ongoing human studies by investigators from KUMC and nearby institutions. The successful candidate will carry out study coordination, research design, data collection and archiving, analysis and interpretation, and publication and grant writing. Duties include managing projects, including study design, training users, developing and implementing software applications for research and clinical studies, and system administration of imaging databases. He/she will also serve as key personnel on grant applications. This client-oriented position requires excellent communication and social skills.

Required Qualifications and Experience:

- PhD degree or equivalent in Psychology, Neuroscience, Cognitive Science, Computer Science, or related discipline. Experience may substitute on a year-to-year basis
- Demonstrated knowledge and skills in neuroimaging techniques and cognitive neuroscience
- Knowledge of human neuroanatomy
- Previous experience in research and clinical studies in human populations.
- Experience with functional MRI software packages such as AFNI or BrainVoyager
- Experience with running statistical tests in programs such as SPSS and Excel
- Experience with experiment presentation software such as E-Prime and Presentation
- Analytical and meticulous person with strong interpersonal skills, problem solving, communication and writing skills.

Preferred Qualifications and Experience:

- Computer programming experience e.g., Matlab, C/C++, Python
- Experience with XNAT, Redcap or similar systems
- Experience coordinating collaborative research efforts in an active research setting
- Comprehensive understanding of the theory and underlying principles of magnetic resonance (MRI and MRS) measurements.
- Experience with stimulus presentation (ePrime, Presentation) software
- Experience with Biopac or similar systems for monitoring physiological data

Tasks required for this position:

- Manage individual projects. Serve as the immediate contact person for daily experimental procedure-related issues for faculty investigators, HBIC collaborators and study coordinators

- Serve as a resource to HBIC members and external investigators seeking to use HBIC human imaging services by participating in study initiation processes, such as reviewing HSC protocols and approvals, identifying software and other resource needs for each project; foster and coordinate research efforts between investigators and collaborators from HBIC, KUMC and other area institutions, including but not limited to participating in some aspects of research design, data collection, analysis and interpretation
- Serve as key personnel or significant contributor on grant applications by faculty scientists; assist investigators with research study design.
- Utilize knowledge and skills to contribute to HBIC research and clinical studies effort, grant applications, and to the dissemination of study results and findings in peer-reviewed journal publications and conference proceedings.
- Train and supervise new users, research assistants, students, and post-doctoral fellows in data acquisition and image analysis packages and pipelines
- Develop and maintain data analysis pipelines; assist in administration and management of HBIC research databases in XNAT, Redcap or similar systems
- Develop and implement software applications and computational techniques for HBIC interdisciplinary research and clinical studies
- Collaborate with HBIC MRI technologists to provide technical support to MRI equipment system maintenance
- Be a consistent, dependable and committed team member.

9.4T Core Facility Manager

Location: XX Imaging Center

Position Description: Our Center has an immediate opening for qualified highly motivated, experienced, committed, dependable, client-oriented MR scientist to be responsible for the daily operation of the 9.4T Varian animal MR system. The successful applicant will work closely with center imaging scientists and collaborators to design and carry out research studies, publish results, and prepare grant applications. Responsibilities will include developing data acquisition and analysis protocols, maintaining hardware, quality assurance and trouble-shooting and training users. The successful candidate must be flexible, including weekends depending on experimental schedules and grant application deadlines

Required Qualifications:

- Masters degree in Biomedical engineering, Medical Physics, Physics, Chemistry, or equivalent. Relevant experience may suffice.
- Experience in MRI and/or MRS techniques.
- Comprehensive understanding of MR physics.
- Computing experience including programming in C/C++, Matlab or IDL.
- Analytical, motivated, independent, well-organized individual with excellent interpersonal skills.

Preferred Qualifications:

- Doctoral degree in Biomedical engineering, Medical Physics, Physics, Chemistry, Biomedical engineering, Medical Physics, Physics, Chemistry, or equivalent
- Experience with MR scanner including Varian and/or Bruker
- Experience with MR pulse sequence design and implementation,
- Experience data analysis programming, and hardware and electronics
- Experience in animal models and general animal physiology.
- Experience with mapping B1/B0 homogeneity, calibrating RF pulses, and fabrication skills for minor equipment such as constructing new coils, and animal holders for MRI will be an advantage.
- Experience with supervising research personnel

Tasks required of this position:

In collaboration with the Center Core directors and faculty, manage all research projects undertaken in the 9.4T imaging laboratory.
Develop & optimize MR pulse sequences and data acquisition protocols for research studies.
Perform periodic routine scanner maintenance and quality assurance procedures, including cryogen filling of the magnets and software upgrades, as well as trouble-shooting of MR systems
Support investigators on MRI and MRS studies
Supervise MR users during experimental procedures
Train and supervise research assistants in the imaging laboratory
Teach MR users including students and postdoctoral fellows the general MR physics, experimental procedures and animal maintenance during MR scans.
Acquire data from various research projects and assist investigators in analyzing results for papers, presentations, and grant applications
Maintain accurate study records.
Order laboratory supplies and perform general laboratory maintenance
Be a consistent, dependable and committed team member.
Be flexible including weekends depending on MR study schedules.
Perform other Center duties as assigned.

Core Research Assistant

Location: XX Imaging Center

Position Description:

Our Center is seeking an experienced and qualified individual to serve as a Research Assistant (RA). The successful candidate will participate in developing and implementing software applications for the Center's interdisciplinary research and clinical studies. Further, the RA will participate in data management of the Center's imaging databases in XNAT, Redcap or similar systems, as well as data analysis on multidisciplinary collaborations with Center members and other investigators, and contribute to the dissemination of study findings.

Required Qualifications:

- Bachelor's degree in Cognitive Psychology, Computer Science or related discipline
- Experience in research and clinical studies in human subjects.
- Analytical and meticulous person with strong problem solving, communication and writing skills.

Preferred Qualifications:

- General computing experience including programming in C/C++, Matlab or IDL
- Comprehensive understanding of the theory and underlying principles of magnetic resonance (MRI and MRS) measurements.
- Experience coordinating data analysis efforts in an active lab
- Strong organizational and interpersonal skills

Tasks required for this position:

- Develop and optimize data acquisition protocols for various research projects; develop theoretical methods and computational techniques for data analysis
- Assist in administration and management of the Center's imaging databases in XNAT, Redcap or similar systems
- Assist with some aspects of research design.
- Process and analyze research results for manuscripts and presentations
- Utilize knowledge and skills to contribute to the Center's research and clinical studies, and to the dissemination of study results and findings in peer-reviewed journal publications and conference proceedings.
- Any other duties as might be assigned from time to time
- Be a consistent, dependable and committed team member.