



P/O/E/T/S

Associate Director of Operations and Finance Center for Power Optimization of Electro-Thermal Systems

The National Science Foundation (NSF) funded Engineering Research Center for Power Optimization for Electro-Thermal Systems (POETS) led by the University of Illinois at Urbana-Champaign in partnership with Howard University, Stanford University and the University of Arkansas is looking to fill the key center leadership role of Associate Director of Operations and Finance. This position will be located at the University of Illinois at Urbana-Champaign campus with the Department of Mechanical Science and Engineering. The individual selected for this position will provide leadership for POETS operations and financial processes, and is responsible for planning, organizing, coordinating, and executing various operational and business functions of the POETS Center within the Department of Mechanical Science and Engineering (MechSE).

Some of the duties and responsibilities associated with this position include: providing leadership for the Center's day-to-day operations, including its business and financial operations; developing and managing the center budget, including National Science Foundation (NSF) funds, industrial affiliate funds, cost-sharing, and institutional discretionary funds; and developing, implementing, and maintaining a comprehensive and transparent financial and operational benchmarking reporting system.

Minimum requirements and qualifications include, but are not limited to a Bachelor's degree in a business-related area, preferably business administration, accounting, or finance; at least 3-5 years management experience involving administration, fiscal, personnel, and general organizational responsibilities within a complex organization with a time-sensitive workload; excellent written/oral communications, interpersonal and teamwork skills; supervisory experience and/or human resources skills.

Preferred requirements and qualifications include, but are not limited to a Master's degree in business administration, accounting, or finance; experience in sponsored research administration, and/or grant and contract management; Strong background in accounting principles and sponsored research pre- and post- award administration; and knowledge of University guidelines and procedures for general accounting, proposal processing, and grant administration is preferred.

This is a twelve-month, full-time academic professional appointment with standard university benefits. Salary is competitive and commensurate with experience and qualifications. For instructions on how to apply for this position please visit the University of Illinois Job Board at <http://jobs.illinois.edu>. The current close date for this position is end of business November 30th, 2015. For further information regarding the application process, please contact Emily Lange at mechse-payroll@illinois.edu or (217) 244-1157.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu)