The San Diego Center for AIDS Research (SD CFAR) is announcing an open call for applications for the Operations Team. One candidate will be selected.

Application deadline: September 1, 2021
Submit application to: liz@health.ucsd.edu

BACKGROUND
The San Diego Center for AIDS Research (SD CFAR) is one of 18 NIH-funded academic centers providing administrative and shared research support to synergistically enhance and coordinate high-quality HIV/AIDS research projects across the nation. The SD CFAR supports multidisciplinary research to end the HIV epidemic and is recognized as a Tier 3 Center, scoring within the highest quality of research and funding. As one of the largest and longest continually operating CFARs across the country, SD CFAR is designed to be a Center without walls, with members spanning five closely connected institutions: La Jolla Institute for Allergy and Immunology, San Diego State University, Sanford Burnham Prebys Medical Discovery Institute, Scripps Research, and the University of California San Diego (including the Veterans Affairs San Diego Healthcare System and the Veterans Medical Research Foundation). Our Center includes 9 service Cores and a Scientific Working Group (SWG) program.

The overall objective of the SD CFAR is to meaningfully impact HIV research by fostering the next generation of HIV researchers and by supporting multidisciplinary research aimed at reducing the burden of HIV in the United States and around the globe. Based on local expertise and research efforts, the four main research priorities for our Center are to: (1) optimize HIV care, (2) remove health disparities, (3) find a cure and (4) develop vaccines. These priorities align with the NIH Office of AIDS Research (OAR) scientific priorities for HIV research and represent areas in which our local members have made significant progress.

SD CFAR provides a foundation of solid scientific expertise, sophisticated technology, and outstanding services to our members across all institutions through services provided by our Core resource units. Our Center is composed of leading investigators whose research work extends from basic molecular virology and cell biology to behavioral approaches to improve HIV prevention and treatment. The SD CFAR is committed to building on our 27-year record of supporting catalytic multidisciplinary research to bring breakthroughs from the laboratory bench to patient bedsides, while fostering a new generation of independent creative investigators.

ABOUT THE OPERATIONS TEAM
In partnership with the SD CFAR Administrative Core, the SD CFAR Operations Team leads the strategic planning process, makes leadership decisions, allocates resources, communicates plans to membership, and communicates with the External Advisory Committee and Executive Committee for significant changes to SD CFAR structure and budget. The Operations Team assisted by the staff of the Administrative Core in the day-to-day operation of the Center. The Operations Team is also the primary conduit for communication, reporting and accountability to our members, the local HIV community, cores, advisory committees, UC San Diego School of Medicine, UC San Diego Chancellor, and the NIH Program staff.
ABOUT THE ADMINISTRATIVE CORE

The mission of the Admin Core is to serve as the central hub for SD CFAR, providing leadership, support, connectivity, vision, and strategic planning to foster ground-breaking HIV research within our Center. We have a strong track record of synergizing high impact multidisciplinary research that emphasizes our Center’s research priority areas of optimizing HIV care, relieving health disparities, finding a cure and developing vaccines. We accomplish our mission through the following Aims:

AIM 1: Leadership and Communications: Provide effective scientific and administrative leadership, coordination and enhanced communication across our Center.

- Provide flexible leadership that can adapt to changing research and funding environments with a strong ethos for training the next generation of researchers.
- Provide the highest quality scientific and administrative communication using various in-person meetings and media platforms (Facebook, Twitter, smartphone app, web conferencing, etc.) that coordinate, promote and inspire our HIV research community.
- Support a dynamic and functional CFAR website that engages people in our research, educates them about our activities, facilitates easy access to our services, and tracks utilization and user satisfaction.
- Support a wide range of scientific meetings that catalyze new ideas and opportunities for collaboration, including our monthly seminars led by prominent scientific experts and annual conferences presenting the results of SD CFAR Developmental and International Pilot grants.

AIM 2: Fiscal and Regulatory: Provide expert fiscal management and reporting to Core and SWG Directors, grant recipients, member institutions and the NIH.

- Provide transparency through monthly financial reports provided to each Core and SWG Director, each Admin Supplement, Developmental and International Pilot grant recipient, and the NIH.
- Oversee cost recovery procedures for each service Core.
- Assure adherence to local and federal regulatory and fiduciary requirements by all grant recipients.
- Provide real-time and accurate financial management to support planning of:
  a. Cores: personnel, promotion, community engagement, equipment acquisition, etc.
  b. Developmental, International Pilot grants and Admin Supplements: number, size, cycles, etc.
  c. Science: conferences, outside speakers, travel, etc.
  d. Training: workshops, mock study sections (e.g., O-K Review), Leadership Academy, etc.

AIM 3: Community Engagement: Partner with, support and galvanize a wide range of communities in San Diego and across the border region for HIV research.

- Create and support culturally appropriate educational programs for our communities infected and affected by HIV.
- Support programs engaging under-served populations to improve access to HIV research, care, prevention, and education.
- Partner with the Disparities Core to support two Community Advisory Boards for underserved populations to provide exchange of ideas and community engagement for major priorities of our CFAR.

AIM 4: Strategic Planning: Cultivate continuous evaluation, quality improvement, and strategic planning.

- Regularly assess satisfaction and needs of CFAR members, Core and SWG Directors, Core service users and our HIV community.
- Lead annual Strategic Planning Retreats with Directors, Core and SWG Directors, Leadership Trainees, Executive Committee (EC) and Administrative staff.
- Host regular external and internal advisory committees to critically evaluate our progress and activities.

GENERAL DUTIES

SD CFAR Operations Team members actively contributes to building, fostering and managing the overall Center. In partnership with the SD CFAR Administrative Core, the Operations Team members lead strategic planning,
make leadership decisions, allocate resources, communicate plans to membership, and communicate with the External Advisory Committee and Executive Committee for significant changes to SD CFAR structure and budget.

QUALIFICATIONS, SKILLS, QUALITIES, AND EXPERTISE

- Faculty appointment at one of the SD CFAR member institutions: UC San Diego, San Diego State University, Scripps Research, Sanford Burnham Prebys Medical Discover Institute, and the La Jolla Institute for Immunology
- Associate Professor level or above required
- Leadership experience with SD CFAR
- Experience with HIV-related research
- Experience with Program Project grants and Training grants
- Innovative, collaborative and productive researcher
- Experienced mentor
- High-level management skills and experience
- Experience working with NIH
- Collaborative, interdisciplinary mindset, team-oriented
- Diplomatic, strategic, and innovative thinker
- Available to attend monthly SD CFAR Core Directors’ meetings (currently via Zoom but traditionally in-person the second Tuesday of the month from 9:00 – 10:00am PT), attend quarterly Operations Team meetings, participate in SD CFAR strategic planning retreats, and participate in biennial External Advisory Committee meetings
- Ability to prepare noncompeting and competing renewal applications for NIAID, and to respond to ad hoc requests

Applicants must provide the following by September 1, 2021:
- Current NIH biosketch
- A description of their background and qualifications (2-page maximum)
- Provide contact information for three references that will be available for a telephone or Zoom consult

The SD CFAR will provide 5% salary support.

Additional information about the SD CFAR can be found on the website.