

**Manager of Projects and Administration**  
**Department of Chemistry and Biochemistry**  
**University of Notre Dame**



The University of Notre Dame invites applications for the position of Manager of Projects and Administration in the Department of Chemistry and Biochemistry. The manager will oversee special programs and staff in the department and will report directly to the department chair. Responsibilities include promotion of the research mission of the department by acting as the coordinator for preparation and submission of programmatic grant applications for federal and foundation awards, multi-PI proposals, instrumentation grants, and other department programmatic awards. The manager will serve as a liaison with other University research centers, coordinate special projects, and manage the departmental office. A Master's degree or Ph.D. in science is required, preferably in Chemistry or Biochemistry, as well as a minimum of three to four years management experience including scientific/technical grant writing; excellent personal skills; ability to solve problems by researching and gathering facts from multiple sources to reach/conceptualize solutions. Applications will be reviewed on a continuing basis until the position is filled. Applications should be submitted electronically at <https://jobs.nd.edu>.

Additional information on the department may be found at <http://chemistry.nd.edu>. The University of Notre Dame, an international Catholic research university, is an equal opportunity employer.