

July 2015

**Position Title: Program Coordinator-Molecular Genetics/Genomics**

Full time Position located in Santiago, Chile; Reports to Chief Science Officer

**Description:**

We are looking for a Program Coordinator with a knowledgeable background in Applied Molecular Biology and Genomics to serve as a liaison for technical advice for UC Davis Chile's new and existing partners. The job entails providing technical expertise and guidance in the program coordination by participating in strategic planning, leading and supervising the foundation of the Molecular Genetics and Genomics program delivery, issue identification, performance measurement and provide policy input/interpretation. The Coordinator will be expected to provide well-informed input on a broad spectrum of issues related to agriculture and food in support of our technological centers, universities and partners.

**Functions and Responsibilities:**

- Knowledge, technical insight and judgment of principles and practices in the field of agricultural, bio-resource, genomics, plant biology and related disciplines to advice teams on solutions to problems.
- Make decisions and recommendations that are recognized as authoritative and that have critical and far-reaching impact on projects being executed by UC Davis Chile.
- Offer technical advice to R&D programs that UC Davis Chile develops and coordinate research activities.
- Establish standards of performance and quality of work.
- Visit research establishments
- Provide technological advice to researchers
- Develop effective working relationships with our strategic current and prosperous partners.
- Work with research team in developing, administering and managing project budget.
- Contributes to and implements strategy, demonstrating creativity, foresight and mature judgment.
- Manages and supervises consultants.
- Participate in quarterly reports
- Communicate effectively in both English and Spanish, orally and written

### **Qualifications/minimum requirements:**

- PhD degree in Molecular Genetics, Biotechnology, Genomics, Plant Biology or related agricultural discipline or a related field (Postdoc preferred)
- Knowledge of molecular genetic practices and applied science in the field
- Experience in project and program management and ability to lead and manage a team of professionals
- Knowledge of molecular genomic practices, including knowledge of the latest technologies, innovations, challenges and opportunities in the agricultural industry
- Participate in quarterly reports
- Ability to write proposals/produce scientific manuscripts
- Ability to monitor, measure and trend established quality standards of performance
- Commitment to high professional ethical standards and a diverse workplace
- Ability to teamwork and have a commitment to efficiently and thoroughly complete a job
- Excellent interpersonal communication skills, and the ability to bring diverse stakeholders together over a common goal
- Proficient in both oral and written communication skills in English and Spanish
- Ability to travel nationally and internationally as needed

**Availability:** This is a fulltime position, starting August 15<sup>th</sup>

**Salary:** Commensurate with qualifications and experience

**Close Date:** In order to ensure full consideration, applications must be received by July 31<sup>st</sup> 2015.

To apply, please send your CV, cover letter and 2 letters of recommendation to:  
[ptorres@ucdavischile.org](mailto:ptorres@ucdavischile.org).