POSITION VACANCY ANNOUNCEMENT

POSITION: Program Assistant

SALARY: Anticipated starting salary is $16.15 per hour.

REQUISITION #: 0802787

DEADLINE DATE: October 15, 2009

PLEASE NOTE: The Smathers Libraries has a pending grant application that is under final review by the funding agency. This position is conditional upon award and funding of the grant. If awarded, the position will be time-limited to approximately 24 months. The announcement as to whether we will receive the award is anticipated to take place in October 2009. This recruitment effort is conditional on award and funding, and if the application is unsuccessful the advertised position will not be filled.

UPDATE: The grant has been awarded to the University of Florida and its partners, with a start date of 09/24/09 and end date of 08/31/2011.

The VIVO National Network for Biomedical Researchers project is a UF partnership with Cornell University Library and five other academic research institutions over two years - to create an integrated national information network on biomedical research that will serve not just researchers, but also students, administrative and service officials, prospective faculty and students, donors, funding agencies, and the public.

The Program Assistant provides general administrative support for the implementation and development of the “VIVO: Enabling National Networking of Scientists” grant. The Program Assistant will provide assistance to the Implementation Lead, UF Team Lead, and the Outreach Lead on grant communication and planning.

The University of Florida George A. Smathers Libraries is recruiting for the position of Program Assistant in the Marston Science Library. The Program Assistant provides general administrative support for the implementation and development of the “VIVO: Enabling National Networking of Scientists” grant. The Program Assistant will provide assistance to the Implementation Lead, UF Team Lead, and the Outreach Lead on grant communication and planning.
Project Monitoring Duties

- Assists with technology status reports and monitoring milestones.
- Researches various topics and assists with quarterly implementation summaries.
- Assists with monitoring progress and grant priorities.

Other Duties

- Assists with support and outreach efforts at the University of Florida.
- Manages UF/Gator Scholar calendar, schedules meetings, sets up conference room meetings, tracks employee work schedules.
- Other duties as assigned.
- Assists UF Outreach Team with local adoption effort.
- Participates in technology development efforts and works with library staff to develop technology locally.

Minimum qualifications:
High school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Preferred Qualifications:
- Ability to interact effectively with the public and staff;
- Ability to communicate effectively;
- Ability to type 40 wpm required;
- Knowledge of computer programs, including Microsoft Word, Excel and Outlook;
- Knowledge of project management and social networking

THE UNIVERSITY OF FLORIDA
The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of approximately 50,000. UF is Florida's largest university, the nation's fourth-largest, and traces its beginnings to a small seminary in 1853. Since 1985, UF has been a member of the Association of American Universities, the prestigious higher-education organization comprised of the top 62 public and private institutions in North America. UF is home to 16 colleges and more than 150 research centers and institutes. The University offers the Ph.D. in more than 90 fields and the Master's degree in more than 120 fields. For more information please consult the UF homepage at http://www.ufl.edu.

The University of Florida Libraries are members of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and SOLINET. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

BENEFITS:
Twenty-six vacation days, nine paid holidays, and thirteen days sick leave annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax.

APPLICATION PROCESS:
If you are interested in this position please apply online at http://jobs.ufl.edu referring to requisition number 0802787.

For further details about this position please contact Tina L. Pruitt at (352)273-2595.

The Foundation for The Gator Nation

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