



RESEARCH OPERATIONS ASSISTANT (Exempt | 80% Time)

Position Summary

The Research Operations Assistant performs administrative responsibilities to support the operations of the CURE Epilepsy Research Team. The role is currently 80% time (4 days/week) with the potential to grow to full-time (100%). Whether 4 or 5 days per week, this position has access to medical, dental, disability and life insurance benefits as well as participation in the CURE Epilepsy retirement plan.

CURE Epilepsy has led a dramatic shift in the epilepsy research community from simply treating seizures to enhancing understanding of underlying mechanisms and causes, so that cures and preventative strategies can be found. The Research Operations Assistant supports key initiatives including CURE Epilepsy's Post-Traumatic Epilepsy (PTE) Initiative and additional efforts to support PTE research. In addition, the Research Operations Assistant assists with other research grants and initiatives as well as activities related to CURE Epilepsy's Research Committee and Scientific Advisory Council.

The Research Operations Assistant performs duties of a confidential nature and works under general guidance and supervision. Responsibilities include communication and coordination with all levels of internal and external stakeholders, on-site and off-site meeting planning and coordination, including making travel arrangements, preparing correspondence, and assisting in the development and distribution of meeting materials. The Assistant also supports development of grant contracts and amendments.

The Research Operations Assistant reports to the Chief Scientific Officer. Preference will be given to individuals who can work in person in the Chicago office during core in-office days with the remainder being organizational-wide remote workdays per CURE Epilepsy's hybrid work schedule. Fully remote working capabilities for select applicants may be considered.

Job Specifications

Type	Minimum Requirement
Education & Training	Associate degree or bachelor's degree
Experience	Five or more years of administrative experience, preferably in a challenging and fast-paced environment. Experience should demonstrate ability to analyze and interpret information, prepare meeting materials and reports, ensure compliance with policies and procedures, track budgets and timelines, coordinate scheduling of meetings, organize files and produce correspondence. Experience in project management and research processes and an understanding of biology, neuroscience and/or research processes are strongly desired.
Attributes, Skills & Abilities	<ul style="list-style-type: none">• Strong verbal and written skills to effectively communicate with researchers, advisors, and government partners.• Strong technology skills and experience with MS Office and other computer applications including word processing, presentation, spreadsheet software and conferencing applications. Ability to learn and utilize new software applications efficiently and effectively.• Ability to interact with all levels of internal and external customers with highest level of professionalism in confidential environment.

	<ul style="list-style-type: none">• Ability to consider multiple variables to determine proper course of action.• Exercise good judgment in handling sensitive and confidential information and situations.• Skilled at planning, prioritizing, organizing, and following through on priorities.• Strong attention to detail and strong problem-solving and analytical skills.• Able to work independently in a fast-paced and collaborative environment.• Creative, adaptive, and responsive approach to relationship management highly preferred.• A strong team mentality and an interest in the success of colleagues.• The ability to work effectively with other staff and to follow approved CURE Epilepsy procedures and policies.• Desire to enhance the overall effectiveness of the team by identifying and implementing processes and efficiencies for accomplishing objectives.• Previous grant contracting experience a plus.
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Key Responsibilities

- Responsible for maintaining day-to-day processes for various Research activities and initiatives including CURE Epilepsy's PTE Initiative, which is a multi-investigator project supported by a \$10 million grant from the US Department of Defense.
- Schedule meetings for internal and external stakeholders and draft meeting agendas.
- Coordinate timely receipt and consolidation of quarterly scientific and financial reports.
- Assist in collection of supporting research documentation and forms from investigators.
- Coordinate monthly, quarterly virtual or off-site face-to-face meetings with investigators and advisory teams, including arranging hotel reservation blocks, facilitating travel and on-site meeting details.
- Collect and summarize meeting minutes.
- Organize and maintain correspondence, files, and records in accordance with internal procedures.
- Ensure accurate financial accounting and payment of expenses including purchase orders, invoices, travel expenses and ensure timely reimbursement of external expenses to appropriate parties.
- Utilize various software and/or learn new computer applications to meet unique work needs and improve productivity.
- Assist with special projects required to support initiatives.
- Produce clear and consistent messaging and distribute it throughout the Research and Initiative team membership.

Compensation commensurate with experience.

FOR CONSIDERATION: Please submit a cover letter stating salary requirements, a professional resume and names and contact information of three references to resumes@cureepilepsy.org.

CURE Epilepsy is an Equal Opportunity Employer. CURE Epilepsy is committed to recruiting and maintaining a diverse staff; individuals from all backgrounds are encouraged to apply. CURE Epilepsy does not discriminate based on race, color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law. Health and safety are important to CURE Epilepsy. Accordingly, all candidates must be fully vaccinated against COVID-19 unless a candidate would be seeking a medical or religious exemption to our policy if hired.