

Job Advertisement

The Division of Environmental and Occupational Health Sciences in the School of Public Health at the University of Illinois at Chicago (UIC) seeks applications for an Academic Profession position:

Assistant Director – Center for Climate Health Equity (CECHE)

Job Description

The newly established UIC Center for Climate Health Equity (CECHE) seeks an Assistant Director to lead daily operations and research to advance climate health equity in Chicago and beyond. In collaboration with the PI, the Assistant Director will help to advance a multi-disciplinary team of researchers from across UIC and partner organizations and community partners to build and advance CECHE. CECHE aims to grow and serve as a vibrant climate health center tackling climate health equity with an initial theme of advancing nature-based solutions to address climate health equity in Chicago and Beyond.

Key duties include supporting the development and tracking of center's work, leading the administrative core for the center, and supporting the community outreach and engagement core. Coordinating efforts across the center cores, including the administrative, data science, research, and community outreach and engagement core. The position includes oversight of staff and graduate assistants. The AD will serve as a team member to support building community partnerships and to carry out CHW-specific research activities, including providing administrative support to center investigators and partners in the development of community-based partnerships and logistics for establishing a community-based climate health institute. The climate health institute will also assist community-based organizations with education, capacity building, and implementation of evidence-based interventions for mitigation and adaptation to local climate change threats.

In addition to daily operations, AD will collaborate with PIs to convene, coordinate, correspond with and provide infrastructure for internal and external advisory board, research network members, develop and maintain relationships with research, training, and dissemination partners. Participate in the national coordinating center activities and engage with the national climate health network; engage local and national partner organizations to promote CECHE research and leverage relationships to advance a broad network of partners including the NIH funded Chicago Center for Health and the Environment (CACHET) <https://www.chicago-cachet.org> and CROCUS – Community Research on Climate and Urban Science <https://crocus-urban.org/> programs at UIC.

The AD will help to Develop and carry out communication plans to engage stakeholders and promote recognition of the CHW through social media, newsletters, web content, blog posts, and training videos. Facilitate effective communication, dissemination, and

translation of scientific evidence and best practices generated from CHW research. Write scholarly materials, including summaries of research findings, presentations and other documents. Present at local, state, and national conferences.

In collaboration with the PIs and grants management staff within the Division of Environmental and Occupational Health Sciences within the UIC school of public health, the AD will also oversee federal and local project evaluation efforts including collection of data for the internal evaluations and annual reports to the funder. Analyze financial data for center research/practice projects and provide guidance to investigators regarding project expenditures. As such, the AD will provide project investigators and staff with ongoing guidance and support to meet programmatic, fiscal, reporting, and evaluation guidelines of the National Institutes of Health through individual, project team, and CECHE leadership meetings. The AD will also collaborate with the Director, Deputy Director and other project leaders in the evaluation of milestone-based performance objectives aimed at directing strategic planning decisions concerning current project needs and future growth of the center. The AD will also hire, train, develop, and manage staff (project coordinators, communications research assistant, and others as appropriate) as well as supervise and manage staff to ensure that CECHE objectives are being met. Perform other related duties and participate in special projects as assigned.

Qualifications:

- A Master's Degree in Public Health, Public Policy, or related field required.
- A minimum of 3 years of research management experience with community-based participatory research programs; including direct research experience on qualitative and/or quantitative projects.
- Bi-lingual/Spanish speaking preferred.

For consideration:

Please apply on-line,

<https://uic.csod.com/ux/ats/careersite/1/home/requisition/12426?c=uic&date=WithinThreeDays> by 11/29/2024.

Salary Range: \$70,000 - \$85,000

The University of Illinois at Chicago is an affirmative action, equal opportunity employer that has a strong institutional commitment to the principle of diversity and is particularly interested in receiving applications from a broad spectrum of people. We are committed to equal employment opportunities regardless of sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.

The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with

the Fair Credit Reporting Act. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899>.

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, and employment eligibility review through E-Verify.

The university provides accommodations to applicants and employees. [Request an Accommodation](#)