



Job Description

Job Title: GVN Academy Manager

Reports to: Vice President

Location: Baltimore, MD

Position Description: The Global Virus Network seeks a Manager to oversee and implement the GVN Academy's projects. Working with the President, Vice President, other staff members, GVN Academic Centers of Excellence and GVN scientists, the GVN Academy Manager will be responsible for planning and overseeing projects to ensure that all projects are completed in a timely fashion and within budget, and to advance the mission of the organization.

More information about GVN Academy can be found [here](#).

(<https://gvn.org/programs/gvn-drs-yang-liu-pan-zheng-academy-program/>)

ESSENTIAL FUNCTIONS:

- Overseeing the development of the different projects' missions and goals under the GVN Academy.
- Matching mentees with appropriate mentors
- Locating and negotiating the use of hosting sites for trainees
- Recruiting, interviewing and selecting trainees in cooperation with GVN team members and scientists
- Assisting in developing curriculum and securing speakers
- Planning and organizing GVN Alumni networking events
- Managing trainees' on boarding process
- Serving as the liaison between GVN, trainees, and hosting institutions.
- Supervising and coordinating day to day operations of the assigned scientific projects and programs under GVN Academy.
- Developing and implementing educational, training, and scientific programs for GVN corporate partners.

- Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules.
- Serving as an advisor for current and/or prospective trainees who express interest in the project and monitors the success rate.
- Providing programmatic guidance through participation in staff meetings, task forces, and committee meetings.
- Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
- Preparing budget recommendations, submitting justifications for budget items, and monitoring and controlling program expenditures.
- Preparing, reviewing, and interpreting a variety of applications, agreements, forms, records, business correspondence, and reports; making recommendations based on findings.
- Responding to requests for information from GVN academic & corporate partners, applicants, and other related parties for project questions.
- Conducting post-project evaluation and identifying successful and unsuccessful project elements.
- Promoting the program philosophy, goals, and objectives.
- Other assigned duties

KNOWLEDGE, SKILLS, AND ABILITIES:

- Master's degree or higher in Biology, Health Sciences or a related field.
- 3-5 years of experience providing program and administrative support, in a science related field.
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete scientific projects according to outlined scope, budget, and timeline
- Experience and ability to work well under pressure as a team player
- Strong communication skills and interpersonal skills
- Ability to prioritize and manage multiple projects and tight deadlines
- Excellent organizational and analytical skills
- Ability to exercise good judgement with a proactive approach

HOW TO APPLY:

Please submit a cover letter, resume, and salary requirements to careers@gvn.org with "GVN Academy Manager" in the subject heading. Applications will be reviewed on a rolling basis until position is filled.

About the Global Virus Network (GVN)

The Global Virus Network (GVN) is essential and critical in the preparedness, defense and first research response to emerging, exiting and unidentified viruses that pose a clear and present threat to public health, working in close coordination with established national and international institutions. It is a coalition comprised of eminent human and animal virologists from 61 Centers of Excellence and 119 Affiliates in 34 countries worldwide, working collaboratively to train the next generation, advance knowledge about how to identify and diagnose pandemic viruses, mitigate and control how such viruses spread and make us sick, as well as develop drugs, vaccines and treatments to combat them. No single institution in the world has expertise in all viral areas other than the GVN, which brings together the finest medical virologists to leverage their individual expertise and coalesce global teams of specialists on the scientific challenges, issues and problems posed by pandemic viruses. The GVN is a non-profit 501(c)(3) organization. For more information, please visit www.gvn.org. Follow us on Twitter @GlobalVirusNews