**TITLE:**

Director of Pharmaceutical Research Computing Center, Department of Pharmaceutical Health Services Research (Requisition number: 8763)

**JOB SUMMARY:**

Responsible for managing the daily operations of a large and dynamic Research Center providing unique computer programming, data management, and analytic support for health services researchers. Duties including strategic planning, marketing outreach, administration, supervision of technical staff and working with customers to ensure their needs are met. The Director promotes a highly productive and collaborative environment that works with large commercially and publicly funded administrative claims databases, registries, and electronic medical records.

**ESSENTIAL FUNCTIONS:**

* Serve as a liaison between PRC and the faculty and staff of the Pharmaceutical Health Services Research department, key partners and stakeholders within University of Maryland, Baltimore (UMB) and the external research community.
* Consult with and advise investigators and clients regarding study design, methodology and operationalizing concepts using selected databases.
* Identify growth opportunities within and outside UMB including, but not restricted to opportunities in the pharmaceutical, consulting, and government sectors.
* Establish and refine procedures concerning quality assurance, especially in the area of data analysis, data security and work documentation.
* Assist in the development of project estimates, conduct budget evaluation and provide high-level management of multiple projects.
* Implement and coordinate procedural improvements in accordance with policies and procedures to improve productivity, quality and customer service.
* Help ensure that project coordinators and programmers meet project deadlines, accomplish objectives and goals, and satisfy their clients.

**MINIMUM QUALIFICATIONS:**

* Masters degree (MPH, MS, MBA) in business or health-related field is required.
* PharmD or PhD (Epidemiology, Health Services Research, Public Health or related field) is preferred.
* 3 years of experience at a management/leadership level is required.
* 2 years of research experience is preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Knowledge of business operations and demonstrated track record of identifying growth opportunities is required.
* Familiarity with pharmacoepidemiology, pharmacoeconomics, health services research, methodology, study design, descriptive & inferential statistics, and/or biomedical sciences is required.
* Knowledge of relevant accreditation, certification and documentation of requirements typical of research projects (e.g., IRB, HIPAA, DUA, MOU) is required.
* Experience with large administrative claims databases including Medicare, Medicaid and commercial and other secondary databases is required.
* Ability to establish goals, structures and processes necessary to implement a project is required.
* Prior experience or familiarity with SAS, STATA, MATLAB, or R is required.
* Leadership, coaching and teambuilding skills needed to strengthen and cultivate relationships are required.
* Ability to prioritize ongoing and new projects is required.
* Ability to develop 5-year plans for the stability and growth of the center is required.
* Excellent teambuilding, oral/written communication, presentation and interpersonal skills are required.
* Knowledge of medical conditions and diseases, treatments and pharmaceutical therapies is preferred.
* Working knowledge of CPT, HCPCS, ICD-9 diagnosis codes and National Drug Codes is preferred.