Weill Cornell Medical College of Cornell University in New York City is seeking to fill this Academic position

Position Title: Multi-Institutional Grant Writer-Editor

Department: The Samuel J. Wood Library/C.V. Starr Biomedical Information Center

Status: Full Time, Academic/Faculty – Non-Professorial Track

Salary: Starting salary negotiable, and commensurate with experience

Location: Upper East Side – Manhattan location

Position Summary:
Under the general direction of the Director of the Samuel J. Wood Library, the Multi-Institutional Grant Writer-Editor functions as part of the Samuel J. Wood Library Grant Editing Service. The Samuel J. Wood Library/C.V. Starr Biomedical Information Center is the information hub of Weill Cornell Medicine (WCM). This position will take the Library’s Grant Editing Service to the next level by writing and editing multi-institutional grants. The Grant Editing Service is available to all Weill Cornell Medicine faculty, but is currently geared towards junior faculty applying for their first R01 or K award.

The Multi-Institutional Grant Writer-Editor interacts with primary investigators seeking to write multi-institutional grants, and as such, must have a strong scientific background and excellent interpersonal skills. The incumbent is expected to be able to succinctly and compellingly articulate the grant aims of a variety of different research scientists across the organization. As faculty, the incumbent is expected to contribute to the scholarship of the profession.

The incumbent will also enhance our faculty members’ grant applications and academic efforts through editing, grant coordination, and project management. This individual will have excellent proofreading skills, will write clearly and informatively, will vary writing style to meet clients’ and audience needs, and will present ideas and information, as well as numerical data, in a manner that captures attention. The successful candidate will also mentor others on the Library’s Grant Editing Team, broadening and deepening their skill sets so that the institution as a whole will benefit from the incumbent’s vast experience.

In addition to writing, this individual will spend up to 40% of his/her time editing, applying our style guide and working collaboratively with other writers to improve their content. The successful candidate will also be responsible for any grant writing or editing required by the Stephen and Suzanne Weiss Dean of WCM. This position will be appointed to the library faculty at the rank of Assistant or Associate Librarian.
Essential Duties and Responsibilities:

• Research, write, and edit grants and grant-related documents for WCM’s faculty to achieve maximum persuasiveness. Particular effort will be focused towards WCM’s collaborative research initiatives with other institutions. This position calls for roughly 60% writing and 40% editing. As demand for multi-institutional grants grows, this rough percentage will change.

• Establish and maintain relationships with WCM staff and researchers, and become familiar with activities at the WCM campus, to help identify and develop grant opportunities. Proactively seek opportunities for peer-reviewed funding.

• Work with WCM staff and scientists to write and review grant content. Set expectations, establish and meet deadlines, negotiate edits and other changes, and move approved content forward. As needed, serve as a project manager, ensuring that the work and team are organized, on task, and on schedule for grant submission, while adjusting for any challenges that might arise.

• Responsible to work closely with faculty and staff in developing and transforming ideas into grant proposals; to interact with campus constituencies involved in grant-funding activities, and to serve as a liaison to Weill Cornell grants administration.

• Directs clients of the Grant Editing Service in obtaining copyright permissions, and has a thorough understanding of the scientific publishing process and of grant administration.

• Maintains the privacy of grant award submissions that are either written or edited according to Grant Editing Service standards. Maintains required statistics.

• Collaborate with and mentor members of the Library’s Grant Editing Team. Assist and advise on determining impact of Grant Editing Service on the organization.

Requirements:

• PhD plus 4-7 years of publishing and grant editing experience, with a proven track record of obtaining funding.

• Experience in substantive editing, stylistic editing, and copyediting required. Experience in developmental and plain-language editing desirable.

• Excellent proofreading skills with the ability to use standard proofreader’s symbols, as well as the ability to write clearly and concisely.

• Deep understanding of legal and regulatory requirements, as well as the National Institutes of Health (NIH) or private foundation grant submission requirements.

• Advanced knowledge of medical terminology; technical publishing; grammar, syntax, and usage; new media, print, and web-based writing processes. Proficiency in Word and Excel.

• Ability to understand and communicate complex information.

• Ability to organize electronic and print data materials.

• Proficiency in Microsoft Office suite tools and bibliographic/reference management software (i.e., EndNote) required. Knowledge of Excel, PowerPoint, Adobe Acrobat Writer, Quark Express or InDesign, Photoshop, and Illustrator helpful.

• Capable of building strong customer relationships and delivering customer-centric solutions.

• Flexible in approach and demeanor in order to align with shifting demands.

• An effective communicator, capable of determining how best to reach different audiences and executing communications based on that understanding.
**Working Conditions:**
Position requires working in an office environment where there are a few physical discomforts such as dust, dirt, noise and the like. Ability to work off-hours and weekends during periods of heavy work such as during budget season and for emergencies is required. Ability to work more than 40 hours a week during periods of heavy work-load is also required. Light travel between office locations, primarily within Manhattan, is required.

**Privacy Notice:**
This position could have exposure and/or access to Protected Health Information (PHI) or Personally Identifiable Information (PII) as part of normal duties. Access to data within systems that contain significant portions of confidential staff or even medical records may be necessary for completion of daily tasks.

With regard to HIPAA and protection of employee, student subject and patient privacy, it is the responsibility of each WCM employee to limit viewing of PHI or PII to the minimum as necessary to perform assigned duties.

**To Apply:**
Please email cover letter and curriculum vitae to librecruiting@med.cornell.edu with “Multi-institutional Grant Writer-Editor” included in the subject line. Applications will be accepted through February 21, 2018.

Founded in 1898, and affiliated with what is now NewYork-Presbyterian Hospital since 1927, Weill Cornell Medical College is among the top-ranked clinical and medical research centers in the country. In addition to offering degrees in medicine, Cornell also has Ph.D. programs in biomedical research and education at the Weill Graduate School of Medical Sciences, and with neighboring Rockefeller University and the Sloan Kettering Institute, has established a joint MD-PhD. program for students to intensify their pursuit of Cornell's triple mission of education, research, and patient care. Weill Cornell Medical College's educational mission emphasizes the importance of combining a strong foundation in the medical sciences with extensive clinical training in patient care. By promoting a true social commitment, stimulating creativity, and fostering independent thought and study, Weill Cornell Medical College continues to cultivate the best of tomorrow's leaders in the field of medicine.

Weill Cornell Medical College is an equal opportunity, affirmative action educator and employer.

We look forward to hearing from you.

http://weill.cornell.edu