Director, MindCORE Neuroimaging Facility


University Overview
The University of Pennsylvania, the largest private employer in Philadelphia, is a world-renowned leader in education, research, and innovation. This historic, Ivy League school consistently ranks among the top 10 universities in the annual U.S. News & World Report survey. Penn has 12 highly-regarded schools that provide opportunities for undergraduate, graduate and continuing education, all influenced by Penn’s distinctive interdisciplinary approach to scholarship and learning. As an employer Penn has been ranked nationally on many occasions with the most recent award from Forbes who named Penn one of America’s Best Large Employers in 2023.

Penn offers a unique working environment within the city of Philadelphia. The University is situated on a beautiful urban campus, with easy access to a range of educational, cultural, and recreational activities. With its historical significance and landmarks, lively cultural offerings, and wide variety of atmospheres, Philadelphia is the perfect place to call home for work and play.

The University offers a competitive benefits package that includes excellent healthcare and tuition benefits for employees and their families, generous retirement benefits, a wide variety of professional development opportunities, supportive work and family benefits, a wealth of health and wellness programs and resources, and much more.

Posted Job Title
Director, MindCORE Neuroimaging Facility

Job Profile Title
Director B, Research

Job Description Summary
The Director of the MindCORE Neuroimaging Facility is responsible for oversight of daily operations, including facility maintenance, financial management, and training and support of a community of users. This role is an exciting opportunity to shape and support cutting-edge neuroimaging research. This position reports to the Director of MindCORE.

Job Description
MindCORE is Penn’s hub for the integrative study of the mind. Established by the School of Arts and Science, the MindCORE Neuroimaging Facility, located on the Pennovation Works site, will provide access to shared facilities and equipment to support the research of scholars across campus, including more than 100 MindCORE-affiliated faculty members from a range of academic disciplines. The centerpiece of the facility is planned to be a new state-of-the-art Siemens Magnetom Cima.X 3T MRI scanner, dedicated towards interdisciplinary research on the mind. The facility also contains shared testing and training space.
JOBS DUTIES/RESPONSIBILITIES:

Ensure the safe running of the shared fMRI facility and oversee daily operations
- Working in consultation with an advisory committee, design policies and operating procedures for the new facility, including MRI safety and quality assurance procedures
- Maintain safety and regulatory compliance and oversee the adherence to all safety and operating procedures by facility users

Orient, train, certify, and support users
- Develop training protocols and lead regular training sessions for users of the facility on safe and appropriate use of the equipment
- Develop and manage policies and procedures for access to the facility by trained and certified users
- Develop and implement procedures for effective sharing of essential information with all users
- Provide user consultations on MRI protocol and study design
- Interface with the Institutional Review Board to implement and streamline compliance with university human subject policies
- Support students, staff, postdocs, and faculty at all levels of expertise to achieve research goals

In close collaboration with Business Office, develop sound business procedures for accurate scheduling and billing
- Manage scheduling procedures and ensure their fairness and effectiveness
- Maintain source documentation for cost accounting purposes
- Ensure the repair and replacement of ancillary equipment in a cost-effective manner

Support data integrity
- Ensure that the MRI scanner and ancillary equipment produce high quality data
- Ensure the timely maintenance of the scanner and all ancillary equipment
- Assist in developing the data sharing infrastructure of the facility, including interfaces with computer clusters and external transfer of data to investigators, and ensure that data are transferred in a timely manner
- Coordinate data analysis and storage needs for neuroimaging facility
- Facilitate the shared use of standard neuroimaging protocols by a variety of researchers
- Interact with investigators, vendors, suppliers, and other research institutions to develop and design specialized equipment and protocols

Facilitate research
- Keep abreast of developments in the MRI field in order to maximize the use of state-of-the-art imaging procedures
- Support workshops and discussions on imaging methodology, techniques and research findings across the MindCORE community
- Assist with other uses of the facility, including tours, special presentations, and other forms of community outreach
- Though not required, potential for ongoing engagement in research or development, or teaching research methods courses in the School of Arts and Sciences, to the extent these activities help serve the goal of promoting state-of-the-art research at the facility

QUALIFICATIONS:

Required Education and Experience
- Degree in cognitive science, neuroscience, psychology, psychiatry, biomedical engineering, physics or a related field. Bachelor’s required; PhD or equivalent preferred.
- Five years of magnetic resonance imaging research or technical experience including facilities/equipment troubleshooting.

**Skills**
- Stakeholder management skills; exceptional interpersonal skills; strong service-oriented mindset; ability to establish and maintain internal and external collaborations to meet broader research needs
- Excellent organizational, prioritization, and communication (verbal, writing, presentation) skills; acute attention to detail; ability to handle multiple tasks with conflicting deadlines effectively and accurately
- Organizational planning and strategy skills; ability to coordinate with the Business Office to assist with financial planning and fiscal management
- Competency in fMRI research design, data acquisition and data analysis; eager to stay up-to-date of latest advances through reading and reviewing primary literature and/or attending a professional meeting each year; ability to implement these advances at the facility through agreements with vendors and subsequent training of facility users; capability to troubleshoot problems
- Ability to understand, develop policies relating to, and communicate MRI technology and associated safety risks; ability to bear the of responsibility for the safety of others in a highly sensitive research environment
- Specific fMRI skills include: knowledge of at least one programming or scripting language; specifying sequence parameters; controlling software console; operating specialized ancillary equipment; fluency with MRI analysis software; and comfort with networking and high-performance computing

**Job Location - City, State**
Philadelphia, Pennsylvania

**Department / School**
School of Arts and Sciences

**Pay Range**
$61,046.00 - $97,000.00 Annual Rate
Salary offers are made based on the candidate’s qualifications, experience, skills, and education as they directly relate to the requirements of the position, as well as internal and market factors and grade profile.

**Affirmative Action Statement**
Penn adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.

**Special Requirements**
Background check required after a conditional job offer is made. Consideration of the background check will be tailored to the requirements of the job.

**University Benefits**
- **Health, Life, and Flexible Spending Accounts**: Penn offers comprehensive medical, prescription, behavioral health, dental, vision, and life insurance benefits to protect you and
your family’s health and welfare. You can also use flexible spending accounts to pay for eligible health care and dependent care expenses with pre-tax dollars.

- **Tuition:** Take advantage of Penn's exceptional tuition benefits. You, your spouse, and your dependent children can get tuition assistance here at Penn. Your dependent children are also eligible for tuition assistance at other institutions.

- **Retirement:** Penn offers generous retirement plans to help you save for your future. Penn’s Basic, Matching, and Supplemental retirement plans allow you to save for retirement on a pre-tax or Roth basis. Choose from a wide variety of investment options through TIAA and Vanguard.

- **Time Away from Work:** Penn provides you with a substantial amount of time away from work during the course of the year. This allows you to relax, take vacations, attend to personal affairs, recover from illness or injury, spend time with family—whatever your personal needs may be.

- **Long-Term Care Insurance:** In partnership with Genworth Financial, Penn offers faculty and staff (and your eligible family members) long-term care insurance to help you cover some of the costs of long-term care services received at home, in the community or in a nursing facility. If you apply when you’re newly hired, you won’t have to provide proof of good health or be subject to underwriting requirements. Eligible family members must always provide proof of good health and are subject to underwriting.

- **Wellness and Work-life Resources:** Penn is committed to supporting our faculty and staff as they balance the competing demands of work and personal life. That’s why we offer a wide variety of programs and resources to help you care for your health, your family, and your work-life balance.

- **Professional and Personal Development:** Penn provides an array of resources to help you advance yourself personally and professionally.

- **University Resources:** As a member of the Penn community, you have access to a wide range of University resources as well as cultural and recreational activities. Take advantage of the University’s libraries and athletic facilities, or visit our arboretum and art galleries. There’s always something going on at Penn, whether it’s a new exhibit at the Penn Museum, the latest music or theater presentation at the Annenberg Center, or the Penn Relays at Franklin Field to name just a few examples. As a member of the Penn community, you’re right in the middle of the excitement—and you and your family can enjoy many of these activities for free.

- **Discounts and Special Services:** From arts and entertainment to transportation and mortgages, you’ll find great deals for University faculty and staff. Not only do Penn arts and cultural centers and museums offer free and discounted admission and memberships to faculty and staff. You can also enjoy substantial savings on other goods and services such as new cars from Ford and General Motors, cellular phone service plans, movie tickets, and admission to theme parks.

- **Flexible Work Hours:** Flexible work options offer creative approaches for completing work while promoting balance between work and personal commitments. These approaches involve use of non-traditional work hours, locations, and/or job structures.

- **Penn Home Ownership Services:** Penn offers a forgivable loan for eligible employees interested in buying a home or currently residing in West Philadelphia, which can be used for closing costs or home improvements.

- **Adoption Assistance:** Penn will reimburse eligible employees on qualified expenses in connection with the legal adoption of an eligible child, such as travel or court fees, for up to two adoptions in your household.

*To learn more, please visit: [https://www.hr.upenn.edu/PennHR/benefits-pay](https://www.hr.upenn.edu/PennHR/benefits-pay)*