

Susan C. Lynch

6070 N. Olympia
Chicago, Illinois 60631
773/414-4181
slynch2@uic.edu

PROFESSIONAL EXPERIENCE

University of Illinois at Chicago

Director of Administrative and Research Operations,

Division of Health Policy and Administration, School of Public Health

January 2016 – present

Provide oversight and administration of operational, financial, regulatory, business and research operations of the Division. This includes all aspects of research administration and operations including proposals, grant, contract and subcontract development and compliance, interfacing and ensuring compliance with granting organizations, financial analysis, procurement practices and policies, human resource and facilities management, business development, marketing and public relations, contract negotiations, and representing Department Head on campus/university committees.

Translational Investigator Interface Specialist,

Center for Clinical and Translational Science, College of Medicine

January 2013 – December 2015

Managed day to day operations of all Research Education and Careers in Health (REACH) Programs of the Center for Clinical and Translational Science. Initiated and tracked HR appointments for REACH faculty/staff, pre-doctoral trainees, and junior faculty scholars (and their research staff members), involves ongoing communication with CCTS HR Director and administrators of a wide range home units across the health science colleges. Developed budgets, managed expenditures, generated Banner financial reports, and provided monthly expense/balance reports to scholars. Initiated, managed, and closed-out purchasing agreements, program advances, budget transfers, journal vouchers, etc. while ensuring that all transactions met University and sponsor guidelines. Connected current and potential students, awardees, and investigators with appropriate CCTS, UIC, and external resources to further advance their research. Collaborated closely with academic administrators in the Division of Health Policy and Administration to design admissions procedures specific to the MS in Clinical and Translational Science and two online educational offerings and to ensure that students meet program requirements.

Center and Program Coordinator,

Institute for Health Research and Policy, School of Public Health

June 2004 – August 2009

Responsible for pre and post award grants management for Principal Investigators affiliated with the Center for Health Services Research and the Methodology Research Core (included ensuring compliance with University guidelines and sponsor requirements, compiling grant application materials for internal review by the Office for Research Services and final submission to the sponsor, generating monthly financial statements, processing transactions in Banner, communicating with HR to hire staff and process appointments). Coordinated all HR activities for Methodology Research Core leadership (involved careful tracking of effort attributed to many concurrent grant funds). Supervised Graduate Research Assistants.

Supported development of UIC's Center for Clinical and Translational Science Educational Programs. Coordinated interdisciplinary curriculum development for a new Master of Science in Clinical Research degree program and online Certificate in Clinical Research Methodologies. Developed learning objectives and managed execution of continuing education seminars and workshops. Monitored project expenditures, developed and revised budgets, and provided financial reports to the Director and Principal Investigator. Drafted grant progress reports, student recruitment materials, meeting minutes, etc., in collaboration with faculty from the School of Public Health, and the Colleges of Applied Health Sciences, Dentistry, Medicine, Nursing, and Pharmacy.

Research Associate (Hourly)

Summer 2010, 2012, and 2013

Analyzed research mentoring programs across the country in order to develop a mentoring toolkit available to mentors and mentees on the Center for Clinical and Translational Science website. Researched marketing options for Clinical Research Methods Online Certificate Program. Collaborated with UIC Urban Health Program in developing comprehensive infrastructure for the UIC/CCTS Summer Research Fellowship Program.

Designs for Change

Policy Associate / Assistant to the Director

May 2001 – June 2004

Analyzed school performance data and drafted grant proposals, research reports, fact sheets, press releases, etc. Coordinated day to day education advocacy activities of a five member Policy Team. Acted as liaison to a variety of education-related constituent groups – ABLE Coalition, Schools First, South Side United LSC Coalition. Developed curricula for special education workshops attended by parents and teachers, and for Local School Council training events.

Cambodian Association of Illinois

Development Associate

February 2000 – October 2000

Wrote successful grant proposals to support social service programs for Cambodian refugees and their families – program areas included arts & culture, children and youth, computer literacy, employment, and family strengthening (involved careful analysis of sponsor priorities and guidelines). Assisted in coordinating the agency's most successful special events, which raised funds for annual operating expenses and for a capital campaign to establish the first Killing Fields Memorial Museum in the United States.

TEACHING EXPERIENCE

Perspectives Charter School – Joslin Campus

Humanities, History, and Research Teacher

August 2009 – January 2013

Developed curriculum and taught 9th and 10th grade Humanities, Western Civilization, and Modern World History courses. Taught DEAR (Drop Everything and Read) and A Disciplined Life (civics/ethics). Participated in Professional Learning Communities that use data to drive instructional decision making.

Created and presented professional development training to teachers at our campus, as well as network wide (topics have included Meticulous Planning Using Understanding By Design, Encouraging Higher Order Thinking Through Classroom Discussion, Using Role Play and Simulation to Foster Higher Order Thinking Skills in the Social Studies Classroom).

Acted as campus liaison for Stanford's PERTS study (The Project for Education Research That Scales) (2009-2010) and Olweus Bullying Prevention Program (2012-2013). Tasks included coordinating baseline data collection through paper/pencil and online surveys, and analysis of data to design anti-bullying interventions. The PERTS study also included supporting administration of behavioral interventions led by PERTS researchers.

Galileo Scholastic Academy of Math and Science

Student Teacher

January – May 2007

Designed and taught standards-based lessons in four diverse 7th and 8th grade U.S. History classes. Incorporated a variety of traditional and alternative assessments to measure student progress and guide instructional improvements. Co-directed the 2007 Galileo History Fair and assisted in assembling the 2007 Galileo Yearbook.

Chicago Metro History Fair

Judge

March 2003 – Present

Evaluate junior high and high school history fair research projects (exhibits, performances, and research papers) and provide students with constructive written and verbal feedback.

Volunteers for Peace

International Workcamp Volunteer, Khong Hoy Khrong, Thailand

November 2000

Taught English to children ages 7-17 years in rural Thailand using engaging strategies that fostered students' interest in language learning.

Chicago Youth Programs

Step Ahead Volunteer

January 2000 – September 2004

Co-led a recreational program targeting low-income youth, ages 6-8 years. Coordinated weekly activities and field trips aimed at developing interpersonal skills and improving self-esteem.

Score Tutor and Volunteer Room Leader

AY 1999-2000 and 2001-2002

Provided one-on-one tutoring to a 6th grade Chicago Public Schools student. Supervised weekly tutoring sessions serving economically and ethnically diverse youth. Developed and enforced expectations for student behavior and kept accurate records of attendance and academic performance for use in program evaluation and in grant proposals and reports.

EDUCATION and CERTIFICATION

University of Illinois at Chicago

Master of Education, Secondary, Social Sciences (History focus)
4.0 Cumulative GPA

May 2007

DePaul University

Bachelor of Arts, Political Science and Sociology
3.69 Cumulative GPA

June 1999

State of Illinois

Type 09 Teacher Certification
Social Science-History Endorsement
Middle School Endorsement
ESL Endorsement

AWARDS, HONORS, and GRANTS

Perspectives Charter School Network Award, 2013
Illinois Holocaust Museum and Education Center, Opportunity Grant, awarded May 2009 and May 2012
World Book Night Book Giver, awarded February 2012
Cambodian Community Service Award, awarded April 2003
Honor Society of Phi Kappa Phi, inducted 1999
National Political Science Honor Society, inducted 1999
Golden Key National Honor Society, inducted 1997