

Tammy L. Jobses, DBA

Pine Island, MN 55963 Phone: (507) 696-3740 (cell), E-mail: TEngel97@gmail.com

LinkedIn Profile: <https://www.linkedin.com/in/tammyjobses/>

Professional Experience

Gillette Children's Specialty Healthcare *Sponsored Projects Administrator* May 2019 – Present
Provide oversight and leadership in building and operations of Gillette's sponsored research program.

- Supervise and mentor staff during the conduct of business relating to sponsored projects administration from inception to close-out
 - Interim supervisor for Clinical Research Coordinator staff
 - Administered performance reviews and performance improvement plans
- Develop tools, training, document templates, and education to facilitate successful project proposal submissions to multiple agencies including NIH, NSF, DoD, ProposalCENTRAL, and others
- Participate in strategic planning for Research Department, with emphasis on Sponsored Projects Administration
- Metric reporting for all research projects within Gillette (funded and internally supported)
- Assist in proposal submission, agreement negotiations, and reporting as Institutional Official
- Disseminate relevant policies, procedure, and guidelines impacting research community
- Guide Principal Investigators in seeking external funding partners
- Perform all contract negotiations with industry partners
- Enforce requirements, terms, and conditions for all research contracts
- Monitor invoicing and payments to and from institution for all projects, assist in monitoring project progress, and submission of reporting requirements

Mayo Clinic *Sponsored Project Specialist* December 2012 – April 2019
Coordinate, prepare, and manage grant submissions in a fast-paced, high-volume, rapidly changing environments with close attention to detail, ability to retain professionalism, high-quality results, and efficiency.

- Apply institutional, foundation, and federal policies and regulations through education, demonstration, and implementation
- Collaborate with Internal Review Board, Legal Contracts Administration, Code and Coverage Analysis, Conflict of Interest, and Internal Animal Care and Use Committee offices for compliance and procedure review, rewrite, and implementation
- Create and manage budgets for grants ranging from \$5,000 - \$50,000,000, Participate in quarterly budget review process including P-series, U-series, T-series, R-series, K-, and other federal awards; submit and assist in managing large cooperative PCORI funding awards
- Identified institutional compliance issues, developed training materials for processes and procedures, led dissemination and implementation of mitigation tools
- Work with Center for Clinical and Translational Science, Cancer Center, Clinical Trials Office, Office of Health Disparities Research, Center for the Science of Healthcare Delivery, Center for Individualized Medicine, and other centers to identify funding and submit grant proposals
- Mentor and train peers, investigators, allied health staff, and administration
- Interpret, clarify, and disseminate policies and procedures
- SME for NIH Forms-E Implementation – lead and provide training for internal/external staff
- Instructor for Grants 101 class, CRC Orientations

Mayo Clinic Administrative Assistant

April 2008 – December 2012

Support multiple, diverse individuals in daily activities including scheduling, transcription, grant and publication preparation and submission, supply ordering, and other duties as needed.

- Oversee scheduling for multiple individuals for meetings, travel, and personal responsibilities
- Transcribe articles for publication; submit to peer-reviewed journals while adhering to journal requirements
- Draft and finalize grant submission materials for various external and internal funding opportunities
- Maintain CV, Biosketches, and other related documentation for individuals
- Draft and disseminate agendas and meeting minutes
- Maintain professional subscriptions and membership status
- Administer databases for various research and educational purposes

Professional Development

Certified Research Administrator (CRA)

December 2023

- Administered by the Research Administrators Certification Council

Gold Quality Fellowship Project

- Member of Mayo DAIC – Advancement Glass Ceiling Workgroup
- Co-Lead literature research collection, review, and analysis
- Leader of *Women in the Workplace* Toolkit Review

Silver Quality Fellowship

(June 2015; *Bronze Fellowship* obtained September 2011)

- Reduction of redundancy, limiting waste and duplication of effort, and streamlining and standardizing processes for grant submission; utilized Lean and Six-sigma tools
 - Co-Lead on VIP Project to consolidate COI and Institutional Letter of Intent
 - Member of Kaizen for Award Set-Up Process Improvement project

Greater Leadership Opportunities for Women (GLOW) Mayo Employee Resource Group (MERG)

- 2017 Office of Diversity and Inclusion Diversity Champion
- Co-Lead, Community Outreach Committee
- Coordinate and lead events supported by MERG – *Interview Skills Workshop, Jeremiah Program, Workforce Development Center partnerships*

Education Development Team Lead 2015 - 2019

- Lead multiple projects focused on identification, development, and distribution of educational materials for grant submission processes

Mayo Clinic DAIC Advancement Glass-Ceiling Workgroup - Member 2016 - 2019

- Identify opportunities for the advancement of women and minorities for Allied Health Staff and to identify barriers to career progression.

eMERGing Leaders Mayo Employee Resource Group - Member 2016 - 2019

- Member /Co-Lead eMERGing Leaders – UMR Mentorship program since 2018

NCURA – Member since 2019

- Region IV DEI Member since 2023
- Volunteer for Region IV Meeting 2020 (did not occur due to Covid)

American College of Healthcare Executives – Member since 2016

Presentations and Publications

2025 NIH Forms-I and Submission Updates, Presented to Gillette Children’s Clinical Scientists and Leadership, January 2025

Young in Profession, Late in Career, Invited Co-lead of Discussion panel for National Council of University Research Administrators AM66 Annual International Meeting, August 2024

Successful Proposal Submission Strategies, Presented to Clinical Scientists of Gillette Children's Specialty Healthcare, February 2024

NIH Other Support, Presented to Clinical Scientists of Gillette Children's Specialty Healthcare, December 2023

CRC Orientation Partner – Budget Management & Fund Source Reporting, Presented to clinical research staff in monthly training presentations – 2018

Grants 101: An introduction to federal grant submissions, presented bi-annually to research administrative and clinical staff at Mayo Clinic – 2016 – 2019

OSPA Presentation, Presented to Department of Health Care Policy and Research, January 2017

CCA Tips and Tricks, Presented to OSPA Federal/Foundation Team, August 2016

PCIM OSPA Overview, Presented to Department of Primary Care Internal Medicine, November 2014

Introduction to OSPA, Presented to Department of Pediatrics Presentation, October 2014

Jobes, T. L. (Kester Engel) (2017) *Evaluating the Efficacy of a Healthcare Fellowship Certification Program as an Indication of Career Preparedness* (Order No. 10641173) Available from ProQuest Dissertations Publishing

<https://search.proquest.com/openview/04a274bb79233c032ac9f4409d78d173/1?pq-origsite=gscholar&cbl=18750&diss=y>

Education

Capella University	Doctor of Business Administration	
Concentration in Leadership		2014 – 2017
Colorado Technical University	Master of Business Administration, <i>summa cum laude</i>	
Concentration in Healthcare Administration		2012 – 2013
Colorado Technical University	Bachelor of Science, Business Administration, <i>magna cum laude</i>	
Concentration in Project Management		2011 – 2012