

Elizabeth (Beth) Woods Personal Profile:

Personal Statement

I would like to serve Region IV as an At-Large Board Member to help the organization promote the profession and support the Region's activities and initiatives. Like many in research administration, I fell into this career and have never looked back. I have over 20 years of experience and am currently the Director of Administrative Operations in the Department of Pharmaceutical Sciences in the Retzky College of Pharmacy at the University of Illinois Chicago (UIC). Over the last several years, I have had the immense pleasure of being involved with NCURA and specifically volunteering for several roles with Region IV, which has given me so many opportunities to meet new people, create a wider colleague network and most importantly give back to the profession. What excites me most about this organization is that by providing many opportunities for development, we get to see new professionals join our ranks, grow and become leaders in this field. Our research administrator community is a very diverse one consisting of people from all walks of life who support, teach, collaborate, and even commiserate about the work we do to advance research and this profession. I am hopeful that I can continue to serve and contribute to Region IV's missions to expand our member diversity, provide equal access to education and professional development opportunities, and to grow our respected community. I reside in the far-western suburbs of Chicago with my husband and three children and enjoy spending time with family and friends, watching softball and basketball, reading, and going for walks with my dog, Joy, who is really good about wearing all the cute little coats I buy for her.

NCURA Activities

- Co-Chair, Membership Committee, 2025-present
- Region IV Board Member (1-year term), 2024-2025
- Site Selection Committee, 2024-present (Current Chair)
- Mentor for Logistic Lead, 2025 NCURA Region IV Meeting, 2024-2025
- Co-Lead for Logistics, 2024 NCURA Region IV Meeting, 2023-2024
- Mentoring Our Own Mentee, NCURA Region IV, 2022-2023

NCURA Presentations/Publications

- "Thriving at the Desk: Strategies for Healthy Living in a Sedentary Workplace", NCURA National Meeting, Washington, D.C., August 2025 and Region IV Meeting, Chicago, IL, May 2025
- "Questions of Moral and Ethical Concerns for Research Administrators: Can We refuse to submit a proposal or manage an award?", Region IV NCURA Meeting, Chicago, IL, May 2025
- "The 5 C's: Building Stronger Teams to Deliver Top-Notch Research Administration." Sponsored Research Administration Guide (SRAG) subscriber July 2024 Update
- "Supporting PIs - Is YES always the right answer?" presentation at the Region IV NCURA Meeting, Sioux Falls, SD, May, 2023
- "The 5C's: Building stronger teams to deliver top-notch research administration" poster at the Region IV NCURA Meeting, Sioux Falls, SD, May, 2023

Other Professional Activities

I recently completed a 4-year term as the treasurer of my homeowner's association and have been the past president, vice-president and communications chair for parent-teacher organizations in my community.

Professional Positions Held at UIC Sept 2003-present

Director of Administrative Operations, Nov 2025 - present

Associate Director, Grants and Contracts, Nov 2015 - Oct 2025

Assistant to the Director, May 2005 - Nov 2015

Visiting Research Specialist, Sept 2003 - May 2005

Education

Bachelor of Sciences in Biology from Millikin University in Decatur, IL

Master of Science in Biotechnology from Northwestern University in Evanston, IL