Job Description

Job Title: Research Project Manager

Department: MED- Ctr for Community Health

Job ID: 33014

Percent Full Time: 100

Location: Chicago Campus

Grade: EXS 7

Job Summary:

Manages all activities associated with biomedical and/or social-behavioral research studies considered very complex by the inclusion of several of the following: multiple investigators, teams, sites, sub-contracts, participants, longitudinal assessments/ interventions; and/or multi-million dollar budgets. Ensures completion of contract requirements & client specifications. Oversees day-to-day operations including identifying & securing needed resources; creating, implementing, monitoring, & updating project plans; facilitating meetings with appropriate parties; tracking tasks/deliverables to ensure timelines, milestones and/or goals are attained; monitoring & reporting progress as appropriate; & resolving or escalating issues in a timely manner. May co-author scientific papers for presentation & publication & coordinates writing, submission & administration of grants. Ensures that all study activities are completed by strictly following Good Clinical Practices (GCP) & all current local, state, & federal laws, regulations, guidance, policy & procedure developed by the NU Institutional Review Board (IRB), Food & Drug Administration (FDA) Code of Federal Regulations (CFR), & the International Conference on Harmonization (ICH).

Working directly with the Director of the Center for Community Health, this project manager will directly oversee a portfolio of research designed to inform policies for health promotion and disease prevention at the intersection of healthcare and community resources and programs. Active projects include a mix of local efforts to reduce the complications of obesity in primary care; hospital-community partnerships to improve care coordination after hospital discharge and preserve health among vulnerable adults with recent health complications; and a 5-year national partnership to evaluate new federal policies that require health payers to offer high risk patients access to intensive lifestyle intervention programs that promote healthy eating and physical activity. Success in this position requires strong leadership and management skills, coordination of multiple personnel and activities, creativity, excellent organization and communication skills, and a strong interest in research that is designed to inform timely decisions about policies and programs that aim to improve how the healthcare system supports health behaviors that promote health and prevent disease. Candidates who have a background and interest in behavioral change, behavioral economics, pragmatic research methods, and/or policy change are strongly encouraged to apply.

Specific Responsibilities:

Technical

- Provides complex scientific & technical leadership in determining research priorities & the plan, design & execution of research projects ensuring that programs of investigation meet specified objectives.
• Plans, develops & implements new processes & protocols to support research studies & maximize/extend study capabilities.
• Oversees completion of study activities per protocol.
• Ensures that study protocols are in compliance with appropriate rules & regulations & reviews study progress and recommends revisions, amendments, and/or other study changes as necessary to better meet needs of sponsors.
• Reviews scientific literature & evaluates & recommends applicable techniques & procedures.

**Administrative**

• Analyzes, evaluates & interprets data to determine relevance to research.
• Assists PI in developing statistical methods & models to analyze & report data based upon study requirements.
• Prepares results & may co-author scientific papers for presentation & publication & disseminates information via seminars, lectures, etc.
• Creates data for use in grant submission & develop new proposals for research including obtaining financial support.
• Acts as liaison between sponsoring agencies, collaborating organizations and/or other research and/or educational institutions.
• Ensures that all study documents associated with current local, state, & federal regulatory guidelines, requirements, laws & research protocols are completed in a timely manner.

**Finance**

• May create and/or manage research study budget which may include deciding on & approving expenditures of funds based on budget.
• Monitors accounts.
• Negotiates prices & specifications with vendors.
• Purchases supplies, materials, equipment & services.
• Ensures appropriate allocation & compliance.
• Invoices study sponsors for study tests/procedures.
• Coordinates & participates in budgetary negotiations with industry sponsors.

**Supervision**

• Trains, directs, assigns duties to & may supervise lab EEs, students, residents and/or fellows.
• Acts as a mentor in regard to education of junior coordinators.
• Performs other duties as assigned.

**Minimum Qualifications:**

• Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience and 5 years' research study or other relevant experience required; OR
• Successful completion of a full course of study in an accredited college or university leading to a master's or higher degree in a major such as social or health science or related; OR appropriate...
combination of education and experience and 3 years' research study or other relevant experience.
- Supervisory or project management experience required.
- Must complete Northwestern's IRB CITI training before interacting with any participants & must re-certify every 3 years.

Preferred Competencies:

- Ability to take initiative.
- Comfortable with ambiguity.
- Able to “manage up”.
- Comfortable collaborating with people of all levels with different education, experience and fields of study.
- Strong ability to work independently.
- Always interested in learning.

*As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.*

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.