Job Description

Job Title: Research Project Manager
Department: Ctr for Community Health
Job ID: 31002
Percent Full Time: 100
Location: Chicago Campus
Grade: EXS 7

Job Summary:
This role 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. The Research Project Manager ensures completion of contract requirements and client specifications. Oversees day-to-day operations including identifying and securing needed resources; creating, implementing, monitoring, and updating project plans; facilitating meetings with appropriate parties; tracking tasks/deliverables to ensure timelines, milestones and/or goals are attained; monitoring and reporting progress as appropriate; and resolving or escalating issues in a timely manner. This role may co-author scientific papers for presentation and publication and coordinates writing, submission and administration of grants. Ensures that all study activities are completed by strictly following Good Clinical Practices (GCP) and all current local, state, and federal laws, regulations, guidance, policy and procedure developed by the NU Institutional Review Board (IRB), Food and Drug Administration (FDA) Code of Federal Regulations (CFR), and the International Conference on Harmonization (ICH).

Specific Responsibilities:

Technical

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

Administrative

• Prepares results and may co-author scientific papers for presentation and publication and disseminates information via seminars, lectures, etc.
• Creates data for use in grant submission and 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, and federal regulatory guidelines, requirements, laws and research protocols are completed in a timely manner.

Finance
• May create and/or manage research study budget which may include deciding on and approving expenditures of funds based on budget.
• Monitors accounts.
• Purchases supplies, materials, equipment and services.

Supervision
• Trains, directs, assigns duties to and 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 NU's IRB CITI training before interacting with any participants and must re-certify every 3 years.

Preferred Qualifications: (Education and experience)
• Master's level education and 5 years' experience

Preferred Competencies: (Skills, knowledge, and abilities)
• Spanish speaking skills

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.