Research Project Manager (Research Project Manager NEEDS)

Job Number: 35253
Date Announced: 10/12/2011
Work Unit: College Of Health And Human Development
Department: Nutritional Sciences
Level/Band/Classification: 02 - J - Exempt
03 - K - Exempt

Manage research and evaluation activities for the Nutrition Education Evaluation and Delivery Systems (NEEDS) center in the Department of Nutritional Sciences. Responsibilities include: initiate, direct, conduct, analyze and report studies and evaluation activities; develop and engineer workflow; author, co-author manuscripts; present research at meetings, supervise reporting to funders and other stakeholders; prepare budgets, budget justifications and statements of work, develop/assist Principal Investigator with grant proposals, research manuscripts, funding reports, and IRB human subjects applications. Contribute to strategic planning, staff supervision and hiring. Collaborate with researchers and professionals working with NEEDS. This job will be filled as a level 2 or level 3, depending upon the successful candidate's education and experience. Typically requires a Master’s degree or higher in nutrition or health/health-education related field plus two years of related experience or an equivalent combination of education and experience for a level 3. Additional experience and/or education and competencies are required for higher level jobs. The successful candidate will be able to accomplish several tasks simultaneously, work independently as well as in a team, and manage confidential documents. Excellent verbal and written communication skills required. Experience with data analyses required; knowledge of SPSS preferred. Flexibility and ability to work with a team including Center, department, fiscal, human subjects, human resources and sponsored projects unit personnel required. Authorship on peer-reviewed publications highly preferred. This is a fixed-term appointment funded for one year from date of hire with excellent possibility of re-funding.