

Program Manager

General Overview

The Massachusetts General Hospital Ammon-Pinizzotto Center for Women's Mental Health is dedicated to the evaluation and treatment of psychiatric disorders associated with female reproductive function. The Center provides consultation to women regarding the use of psychiatric medications during pregnancy and treatment for postpartum mood and anxiety disorders. The Center also treats women with premenstrual dysphoric disorder and menopause related mood and anxiety disorders. For more information about the clinical and translational research program, please visit our website at www.womensmentalhealth.org.

Reporting to, and working closely with, the Director and Center leadership, the Program Manager will be responsible for the coordination and management of the Center's portfolio of clinical research studies, under the guidance of the principal investigators for individual scientific investigations. Additionally, the Program Manager will be responsible for coordinating grant submissions, financial oversight, and other Center-wide administrative and regulatory activities. This is a challenging position ideal for someone who enjoys a wide variety of activities ranging from direct execution of study procedures to more systemic problem solving, and project management. The Program Manager plays a significant role in guiding the research activities of the Center and fulfilling its clinical and research missions. In this role, a successful employee will develop and refine a broad set of skills in financial management, grant writing, and project management which will position them for even more advanced leadership roles in research management and other higher-level management positions.

Responsibilities

Responsibilities include, but are not limited to:

Study Coordination

- Coordinating an active clinical research portfolio, including a range of human subjects studies and related clinical research activities, including recruitment, IRB oversight, regulatory matters, and manuscript preparation
- Providing oversight for all research activities
- Serving as a resource for study subjects

Grant Management

- Working with PIs to develop budgets and coordinate all aspects of grant submission to federal, industry, and foundation funding agencies

Financial Administration

- Primary point of contact for the Office of Research Management, Office of Research Finance, Office of Development, and the Department's Senior Grants Administrator.

Other Responsibilities

- Quality control: Develop systems for QA/QC, performing QA/QC checks
- Supervise research coordinators and volunteers, including the training, and evaluation of new staff

Skills/Abilities/Competencies

- Thrive in a busy work environment that requires coordination of multiple activities and the judgment and flexibility to reprioritize to accommodate requests judged to be of higher priority

- Function independently and work with minimal direction
- Make independent and effective decisions
- Independently prioritize tasks and set deadlines
- High level organizational and time management skills
- Sound interpersonal skills and the ability to effectively train and supervise others
- Ability to work well as a member of a team
- Handle sensitive and confidential issues
- Strong analytical skills to problem solve efficiently
- Strong database management and computer proficiency, and ability to learn new computer programs quickly
- Ability to display initiative and introduce innovations to active research projects

Qualifications

A Bachelor's degree is required. A master's in public health, psychology, clinical research administration, or related field is preferred. A minimum of five years full-time relevant experience is required.

Working Environment

Currently, our group is made up of:

- Eight staff psychiatrists, three of whom are principal investigators, including the Director
- Four research coordinators
- One college-aged volunteer
- One program assistant
- One biostatistician

The Program Manager works closely with the principal investigators, program assistant, research coordinators, and volunteer. The group meets twice weekly: once to review study progress and once to review clinical cases. This is a full-time position within the framework of a 9:00-5:30 workday. Our Center is in the Simches Research Building, a combined administrative and clinical space. All work for this position is conducted on-site.

Application Information

Interested applicants may send cover letters and resumes to Lizzie Callaway via email to ecallaway@partners.org.

The information in this e-mail is intended only for the person to whom it is addressed. If you believe this e-mail was sent to you in error and the e-mail contains patient information, please contact the Partners Compliance HelpLine at <http://www.partners.org/complianceline> . If the e-mail was sent to you in error but does not contain patient information, please contact the sender and properly dispose of the e-mail.