

Clinical Research Project Manager in the Mesulam Center at Northwestern

Job Summary:

Manages all activities associated with biomedical &/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; &/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 &/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).

The Mesulam Center for Cognitive Neurology and Alzheimer's Disease is a multi-departmental component of the Feinberg School of Medicine. We specialize in the clinical care and scientific study of neurological diseases that interfere with cognition and behavior. Areas of emphasis include age-related memory impairments and dementias. Our three interacting missions are to investigate the causes and clinical characteristics of neurodegenerative diseases, to ensure that our patients are the beneficiaries of the latest advances, and to explore the neural foundations of behavior and cognition in health and disease.

This position will serve as the Project Manager for the SuperAging Research Initiative, directed by Dr. Emily Rogalski, and housed within the Mesulam Center for Cognitive Neurology and Alzheimer's Disease. The SuperAging Research Initiative is focused on identifying protective factors that contribute to preservation of memory and healthspan. By our definition, SuperAgers are adults over age 80 who have the memory capacity of individuals decades younger. This position will work directly with Dr. Rogalski to provide management and oversight for all components of the SuperAging Research Initiative to ensure all milestones and goals are met. This position will ensure completion of contract /sub-contract and sIRB requirements. It will also include oversight of clinical operations and logistics. This management will occur through developing consortium goals and objectives, acting as a liaison between collaborating sites and Research Projects. This position will ensure each clinical site receives appropriate training to for the clinical visits. This position will work collaboratively with the Administrative Core Team to facilitate the development and implementation of data collection, reporting/evaluating/analyzing consortium results. The Project Manager will manage overall project recruitment and server as the direct report for the recruitment specialist.

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. Collaborating with nursing staff and Principal Investigator (PI) ascertains pretreatment & eligibility requirements; interviews participants & obtains social & medical histories; based on results determines & registers participants with appropriate sponsors; completes informed consent; determines & organizes patient's treatment and test schedules.
- 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. Manages conduct of experimental tests & procedures. Closely monitors & documents patient's adverse events; partners with nursing staff in modifying dosages, tests & treatment schedule.

- 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 &/or other research &/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.

Data

- Manages project data including processing, accuracy, analysis & evaluation of data ensuring that results meet project information and deliverable objectives. Partners with internal/external project and IT staff to create, review, analyze, interpret, summarize and prepare progress & final reports.
- Provides consultation to internal/external project staff on appropriate data management, methodological issues and analysis of data.

Finance

- Monitors accounts.
- Negotiates prices & specifications with vendors.
- Purchases supplies, materials, equipment & services.

Supervision

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

Miscellaneous

- 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 & must re-certify every 3 years.

Minimum Competencies: (Skills, knowledge, and abilities.)

- Leadership/Management experience and skills
- Adaptability and strong attention to detail required
- Ability to multitask and strong organizational skills
- Experience working with multiple teams
- Stellar communication skills

Preferred Qualifications:

- Masters or PhD degree in Psychology, Neuroscience, Cognitive Science, or related field.

Preferred Competencies: (Skills, knowledge, and abilities)

- Prior experience in managing human subject's research
- Prior experience working with and passion for the older adult population
- Prior experience with REDCap of similar database

Benefits:

At Northwestern, we are proud to provide meaningful, competitive, high-quality health care plans, retirement benefits, tuition discounts and more! Visit us

at <https://www.northwestern.edu/hr/benefits/index.html> to learn more.

Work-Life and Wellness:

Northwestern offers comprehensive programs and services to help you and your family navigate life's challenges and opportunities, and adopt and maintain healthy lifestyles. We support flexible work arrangements where possible and programs to help you locate and pay for quality, affordable childcare and senior/adult care. Visit us

at <https://www.northwestern.edu/hr/benefits/work-life/index.html> to learn more.

Professional Growth & Development:

Northwestern supports employee career development in all circumstances whether your workspace is on campus or at home. If you're interested in developing your professional potential or continuing your formal education, we offer a variety of tools and resources. Visit us at <https://www.northwestern.edu/hr/learning/index.html> to learn more.

Northwestern strongly recommends COVID-19 vaccinations and boosters for people who can obtain them as a critical tool for minimizing severe illness. More information can be found on the [COVID-19 and Campus Updates](#) webpage.

The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today.

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. Click for information on [EEO is the Law](#).

Apply here:

https://careers.northwestern.edu/psc/hr857prd_er/EMPLOYEE/HRMS/

[c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL
&Action=U&](c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U&)

Job ID: 47214