

Clinical Sciences Research Project Manager at Purdue

Job Summary

The project manager will support the Relationships and Mental Health (RMH) Lab in the Department of Psychological Sciences at Purdue University. The overarching goal of the RMH Lab is to determine how interpersonal relationships contribute to the development, maintenance, and expression of mental health and wellbeing. Currently, the lab is funded for an NIH/NIA project that will examine how adverse interpersonal experiences are associated with mild cognitive impairment, a precursor to Alzheimer's disease and related dementias (ADRD).

The project manager will assume the primary leadership role for coordinating the new NIH grant, specifically by working to achieve day to day objectives and coordinating the planning and execution of project-driven aims. They will assist in achieving the project deliverables and schedule. They will coordinate and integrate project activities and resources. They will establish working relationships with internal and external constituents

The position is 40 hours per week with a possible duration of up to two years, contingent upon successful performance in the first year. The candidate may work remotely for approximately 50% of the work; the candidate may be offered the opportunity to travel for project meetings approximately once per year.

Required:

- Bachelor's degree (BS/BA)
- One year of experience in research and/or administrative setting
- Exceptional communication and interpersonal skills
- Professionalism as a collegial team member
- Strong organizational and time management skills with emphasis on accuracy and attention to detail
- Ability to efficiently multi task and meet deadlines
- Aptitude for detailed record keeping
- Fluency with Microsoft Office (Word, Excel)
- Commitment to fostering an environment that values diversity, equity, and inclusion

Additional Information:

- All new hires will be expected to follow Protect Purdue guidelines. To learn more, visit <https://bit.ly/3DH3z6f>
- To learn more about Purdue's benefits summary https://www.purdue.edu/hr/Benefits/employeebenefits/benefits_enrollment/pdf/summaries/2023/Benefits-summary-Admin-Prof-2023.pdf
- Purdue will not sponsor employment authorization for this position <https://bit.ly/3t7vcRd>
- A background check will be required for employment in this position
- FLSA: Exempt (Not Eligible For Overtime)
- Retirement Eligibility: Defined Contribution Waiting Period
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

Apply here: <https://careers.purdue.edu/job/West-Lafayette-Clinical-Sciences-Research-Project-Manager-IN-47906/996590100/>