

Research Project Manager at Northwestern University

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).

Center & Department Description: Job Activities: This job will support research conducted by Dr. Andrea K. Graham focused on designing, testing, optimizing, and implementing digital interventions for individuals with mental and behavioral health problems. Primary responsibilities will focus on assisting with a NIH-funded research project to design and test a mobile intervention that addresses obesity and binge eating (R01 DK133300). Primary activities include providing study management and ensuring processes follow standards; overseeing the day-to-day research operations, including research staff member oversight, IRB and other regulatory compliance, recruitment and retention procedures, maintaining data files; assisting with analysis and dissemination activities; and assisting with grant submissions. Professional development opportunities are available, including leading study team meetings; potential to co-author scientific papers for presentation and publication; and attending seminars and presentations offered through Northwestern University.

Center & Department Description: This position is housed in the Center for Behavioral Intervention Technologies (CBITs; www.cbits.northwestern.edu), where Dr. Graham is Co-Director, and the Department of Medical Social Sciences in Northwestern University's Feinberg School of Medicine. CBITs offers a unique scientific home for interdisciplinary scholars working in psychology, human-computer interaction, computer science, biostatistics, implementation science, and health disparities. The mission of CBITs is to design, evaluate, and sustainably implement digital mental health solutions. The overarching theme of CBITs' research is focused on the design, evaluation, and implementation of technology-enabled interventions for mental health problems in the context of real-world care settings. The Department of Medical Social Sciences is a leader in health measurement, quality-of-life measures, outcomes science and statistical tools to support clinical research. Members leverage the social sciences, such as psychology, sociology, anthropology, and economics, to create and apply innovations that improve the health of our community and our society.

Please note: This individual will have a private cubical work area within the Center for Behavioral Intervention Technologies in the Feinberg School of Medicine.

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.

- 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.
- 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.

Finance

- May create &/or manage research study budget which may include deciding on & approving expenditures of funds based on budget.
- Monitors accounts.
- Purchases supplies, materials, equipment & services.
- Ensures appropriate allocation & compliance.

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.)

- Understanding of psychological/socio-behavioral research

Preferred Qualifications:

- Experience conducting psychological research, research on using technologies for behavior change, and/or research on eating disorders and obesity; or leadership experience that could be applied to working collaboratively on a research team.
- The ideal candidate will have an interest in psychology, eating disorders or obesity research, and digital mental health and using technology for behavior change.

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&

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