

Position Number: D93323
Job Title: Project Manager/Research Assistant
Department: Psychology
FTE: 1.0
Job Type: Fixed Term Faculty
Posted Date: 12/19/11

The Project Manager serves as the lead manager and coordinator of the Portland State University project's research activities. The Project Manager takes both a current perspective in setting up systems to ensure the project is running smoothly in its day to day operations, and also a future-oriented, proactive role. Regarding the future-oriented role, the Project Manager supports the Portland State University project team and organizational partners by enabling them to anticipate administrative deadlines, and successfully move forward in completing the grant project. See <http://www.ohsu.edu/xd/research/centers-institutes/croet/oregon-healthy-workforce-center/index.cfm> for a description of the overall Center.

Responsibilities and Tasks

Administrative

Overall: Set up administrative structures to ensure project has institutional memory and is running efficiently on a daily basis.

Reporting Requirements

Overall: Ensure grant is effectively meeting reporting requirements at the federal level (NIOSH), with the overall Center, and at PSU.

Scheduling

Overall: Help ensure that the team and the project are functioning on schedule. Track schedule of entire project, including:

IRB

Overall: Help ensure IRB requirements are met and approved protocols followed.

Communication

Overall: Help ensure progress on the project is communicated effectively internally and externally through emails, meetings, and preparation of materials.

Research

Overall: Help support research processes.

Minimum Qualifications

- Master's degree in the social sciences or public health (Ph.D. preferred) with at least one year of project management experience.
- Significant experience in quantitative field research and analysis, including data management.
- Strong organizational skills needed to manage a complex project with multiple activities and stakeholders.
- High level of proficiency with Microsoft Excel, Access, Power Point and Word, and SPSS or SAS.

Compensation

Starting salary is \$42,684 - \$48,816 and includes an excellent benefits package including 95% premium paid healthcare; a generous retirement package; and reduced tuition rates for employee, spouse, or one dependent at any Oregon University System school. PSU offers employment benefits to domestic partners of employees and prohibits discrimination on the basis of sexual orientation/preference and gender identity/expression.

To Apply

Please send a letter of interest; curriculum vitae; and full contact information for three references to Olivia Pierce, Search Coordinator at opierce@pdx.edu. Review of applications will begin on January 3, 2012 and position will remain open until filled. For more information about the position, please contact Hiring Manager, Dr. Leslie Hammer at hammerl@pdx.edu.