



**Job Code:** 4097  
**Grade:** 23-None  
**HCWR:** N

**Job Title**

Project Manager-Supportive Services Health

**Department**

Ruth M. Rothstein CORE Center

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

A fundamental mission of the Ruth M. Rothstein CORE Center (CORE Center) is to further the understanding of infectious diseases through high quality research; the role of the Project Manager under the supervision of the Executive Director and with direction from the Research Director, is to work with the Research Committee and CORE Center's Administration to facilitate research at the CORE Center, manage the Research Department, oversee fiscal aspects of research, and assure the apportionment of Research resources is equitable and in keeping with the priorities of the CORE Center. Extra-mural funding comprises fifty (50%) percent of monies used for patient care at the CORE Center, making this position essential for the continued functioning of the center.

**Typical Duties**

- Administration
- \*
- \*
- communication
- investigators and outside investigators
- Assists CORE Center's investigators in
- Assist in identifying new areas of
- Facilitates the use of CORE Center's
- With the Research Committee,
- CORE Center
- Committee
- Sets
- \*
- \*
- of Research Resources
- In consultation
- utilization
- \*
- for CORE
- investigators
- investigators and between
- regarding potential projects and funding sources
- obtaining research funding as needed
- investigation for the CORE Center
- database for research



**Typical Duties**

- formulates/updates policies for the conduct of research at the Research Department Staff
- Directs supervision of Adult Clinical Trials Coordinator, Research Nurse, Research Phlebotomist, Research Assistant
- Administrative oversight of Research staff
- Financial Oversight of Research Projects
- Assists Principal Investigators (PI) in preparing budgets for new projects and specific existing projects
- Assures appropriate invoicing for pharmaceutical studies and federal grants
- Assists PIs in reviewing study finances
- Represents the Research Department on CORE Center's Executive Team as needed
- Participates in CORE Center's Quality Improvement activities
- Serves on the Continuous Quality Improvement Committee
- Participates in ongoing process improvement projects for the CORE Center

**Minimum Qualifications**

- Bachelors from an accredited college or university
- Five (5) years of daily supervision/coordination experience of externally funded research
- Three (3) years of administrative experience in HIV Research
- Prior experience with a successful history obtaining extramural research funding
- Experience working with federal health agencies (Centers for Disease Control and Prevention (CDC) and or National Institute of Health (NIH))
- Experience with fiscal aspects of federally funded research

**Preferred Qualifications**

- Master's degree in Public Health from an accredited college or university

**Knowledge, Skills, Abilities and Other Characteristics**

- Excellent verbal and written communications skills including the ability to document requirements, grant writing, designs, communication plans, project plans, project status and issues to conduct meetings including formal presentations to management, sponsors, stakeholders, and project teams.
- Ability to work independently and simultaneously manage multiple complex projects at different phases.
- Ability to analyze and solve complex problems using a variety of research and analytical techniques.
- Ability to manage a variety of projects, including project teams comprised of internal employees, vendors, consultants, and combinations thereof.
- Ability to calculate budget estimates necessary to evaluate costs.
- Ability to train by presenting concepts and demonstrating tasks.
- Ability to multi-task and meet deadlines in a fast paced and stressful environment.
- Ability to maintain a professional demeanor and composure when challenged.



**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**