Research Program Manager – PVL 87558

Education: A Bachelor’s degree is required. A Master’s degree in Public Health, Child Development, Psychology or a related field is highly preferred.

Appointment Percentage: 100% (full-time) Full-time Salary Rate: Minimum: $42,167 annually

Job Summary:
The Waisman Center is dedicated to the advancement of knowledge about human development, developmental disabilities, and neurodegenerative diseases throughout the lifespan. One of only 15 centers of its kind in the United States, the Waisman Center encompasses laboratories for biomedical and behavioral research, a brain imaging center, and a clinical bio-manufacturing facility for the production of pharmaceuticals for early stage human clinical trials. In addition to its research efforts, the Center provides an array of services to people with developmental disabilities, offers numerous educational and outreach programs to young children and their families, and trains scientists and clinicians who will serve our nation in the future.

The Research Program Manager (RPM) is a staff member of the Waisman Center, University Center for Excellence in Developmental Disabilities (UCEDD), Epidemiology of Developmental Disabilities work unit. This position will serve as the research program and administrative manager for the Wisconsin site of the Study to Explore Early Development of Autism (SEED), a project funded as part of the Centers for Disease Control and Prevention’s (CDC) multi-site, case control study of ASD. The RPM will coordinate research activities and provide leadership and program, staff and project management.

Minimum Qualifications:
- More than 4 years of experience in a research setting is required. Experience in research related to developmental disabilities, public health, child development or pediatrics is highly preferred.
- Demonstrated ability and experience managing a project or a research program is also required.
- Experience managing sponsored projects and budgets.
- Experience in development, submission, and administration of grant proposals.
- Database or data management experience.
- Experience with Institutional Review Board (IRB) requirements and submissions.
- Experience with statistical analyses is a plus.
- Ability to self-motivate, excellent organizational, analytical, oral and written communication and leadership skills.
- Proficiency with Microsoft Office (Excel, Word, PowerPoint).
- Previous supervisory experience.

For a complete list of duties and qualifications please see: http://www.ohr.wisc.edu/Weblisting/External/PVLSummary.aspx?pvl_num=87558

We offer an excellent benefits package as well as a competitive salary based on qualifications.

How to Apply:
To apply, please send your resume and detailed cover letter highlighting your qualifications to Melissa Henning at melissa.henning@wisc.edu. Please reference PVL 87558 in your subject line.

To ensure consideration applications must be received by August 31, 2016
If you need to request an accommodation because of a disability you can find information about how to make a request at the following website:  http://www.oed.wisc.edu/478.htm

NOTE: Please indicate in writing if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identify and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).

UW-Madison is an equal opportunity/affirmative action employer.  
We promote excellence through diversity and encourage all qualified individuals to apply.  
A criminal background check will be conducted prior to hiring.  
A period of evaluation will be required.