



The Institute for Health, Social, and Community Research Shaw University

Raleigh, NC

POSITION TITLE: ASSOCIATE DIRECTOR/PROGRAM MANAGER (Full-Time)

MISSION OF THE INSTITUTE:

The mission of the Institute for Health, Social, and Community Research is to become a national leader in the multidisciplinary empirical investigation of diverse issues that affect the health and well-being of minorities, particularly African Americans, and their families, and the communities in which they live. This mission will be accomplished through an interdisciplinary approach of intellectual exchange, research, education, consultation, technical assistance, and training that focuses on the discernment of timely and policy-relevant health issues with the goal of disseminating pertinent information to national, state, and local policy makers, the community at large, academic institutions, and funding agencies. The Institute will: develop a collective group of scientific researchers in public health; collaborate with academic departments on campus; ensure effective grants preparation and management, research project management, human subjects protection; provide technical assistance for manuscript and grant proposal reviews, library reference services, and data management and analysis; and provide leadership in developing a university focus toward public health.

PURPOSE OF POSITION:

The purpose of the Associate Director/Program Manager position is to ensure that all grant related statement-of-work activities are completed as outlined and to assist the Director in promoting the efforts of The Institute for Health, Social, and Community Research (IHSCR).

DESCRIPTION OF RESPONSIBILITIES:

The Associate Director/Program Manager will:

- Monitor completion of all grant activities and communicate problems and issues to the Director for resolution;
- Meet with project staff to plan, problem-solve, and organize questions that need input and guidance from the Director;
- Plan and facilitate monthly team meetings and monthly technical review meetings.
- Maintain files, records, reports, correspondence and documents related to grant and IHSCR activities for easy retrieval;
- Prepare, submit, and monitor all grant requisitions for processing;
- Work with the Post Award Grants Specialist to monitor and track all fiscal activities related to the grant.
- Prepare and submit all required IRB documents for the grant.
- Interact with University Cabinet members, administration, and departments to complete grant activities;
- Complete required reports and documents as needed related to grant activities;
- Collaborate with Program Managers at other institutions, as required, to plan and organize joint activities;
- Prepare media releases and interact with the media as needed and indicated by the Director;
- Provide performance review feedback for project staff to Director for staff appraisal and evaluation;
- Represent the project at meetings, presentations, and conferences as needed; and
- Assist in the hiring process of new staff of the IHSCR.

SUPERVISION:

The Associate Director/Program Manager will report to Dr. Daniel L. Howard, Director of the Institute for Health, Social, and Community Research and Professor of Health Policy at Shaw University.

QUALIFICATIONS:

Master's degree in Public Health or related field is required. Previous experience as a Program Manager or Project Manager in a health or medical research environment is desired. Must have the ability to interact at all



levels of the university administration and funder administration. Strong written skills, verbal communication skills, and the ability to function effectively in a team environment are required.

WORK SCHEDULE:

8:00 a.m. – 5:00 p.m., Monday – Friday. Overtime is occasionally required.