

Title: Associate Project Manager

Reports to: Program Manager, Research Administration

Departments: Research Administration

A little about us:

The Lieber Institute for Brain Development (LIBD) was conceived from the realization that a new approach is needed to fully exploit the unprecedented opportunities to accomplish the critical goal of helping affected individuals and their families. The LIBD aims to transform the research landscape in two ways: by providing new tools for scientific discovery and by developing new collaborative approaches to achieve our ambitious mission.

The mission of the Lieber Institute for Brain Development is to translate the understanding of basic genetic and molecular mechanisms of schizophrenia and related developmental brain disorders into clinical advances that change the lives of affected individuals.

Job Summary:

The Associate Project Manager is a diverse position that requires tracking of all scientific and administrative projects at the Lieber Institute. Working with and under direction of the Program Manager, the candidate will prepare comprehensive project actions plans, identify resource and budget requirements, prepare customized reports, and work with project stakeholders to insure that the established milestones and timelines are tracked and available to end users in a timely manner. Diverse duties will include interfacing with scientific and administrative staff to insure that all projects and their anticipated results are recorded into a database, and summarized for reporting.

Specific Duties and Responsibilities:

Project Management- Under direction of the Program Manager, work with internal LIBD project stakeholders to monitor project advancement throughout the full lifecycle of each project and manage project schedules. Update and maintain online project management system, Wrike. This involves project planning- breaking down projects into schedules, task lists and timelines based on project scope, objectives, and expected deliverables, and monitoring- updating the database/Wrike weekly with project progress and keeping Program Manager updated on all matters.

Scientific operations and Resource management- Maintain Access Resource database for all LIBD core services and equipment. Gather resource related needs information from grants and contracts and create reports for Program Manager, to communicate bi-weekly - monthly with LIBD scientific core departments on current and upcoming resource requests.

Database Management- This position is heavily involved in the evaluation, design and maintenance of the institutional Wrike system and Microsoft Access Databases. Design and implementation of new Wrike modules; draft associated SOPs and policies for intra- and interdepartmental Wrike workflows. Regularly obtain and implement feedback from LIBD users to customize database modules for each department. Regularly interface with Wrike IT to propose new features and troubleshoot existing ones. Identify, develop and digitize workflows between scientific and administrative departments using peripheral platforms such as Microsoft Access, DocuSign, etc. Customize and maintain current crosstalk between Access Research Administration databases - PM, Grants and Legal. Gather information regarding pricing, security and utility of new tools and platforms for Program Management and Project Operations.

Internal and External Meeting Management –Schedule meetings, organize agendas and prepare meeting materials. Collect materials for projection during meetings and external calls. Manage meeting audio visual systems. Capture meeting minutes, draft and deliver summaries in timely manner. Coordinate GoToMeeting usage across all LIBD users.

Minimum Qualifications:

- Bachelor's degree in Science, Bioengineering or similar discipline.
- Minimum of 2 years' experience working in science related project management.

Special knowledge, skills, and abilities:

-Background in project and workflow management (eg. critical path/traditional/agile). Hands-on experience with project management tools, ability to prepare and interpret step-by-step action plans, schedules, and flowcharts based on project deliverables. Expertise in all Microsoft Office applications and database management.

-Methodical and detail oriented with solid organizational skills, including multitasking, effective prioritization and time-management.

-Excellent verbal and written communication. Efficient and effective manner in engaging with others at all organizational levels.

-Comfortable working with teams and -- the ability to communicate across departments.

-Programming skills are useful.

-Ability to learn and evaluate new administrative and management platforms.

-High degree of personal integrity and professional ethics.

-Positive professional attitude -while interfacing internally and externally.

-Proactive approach concerning organizational change and process improvements.

EEOC Statement: The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.

Interested applicants should submit their resume to jobs@libd.org with the subject line "Associate Project Manager".