

Research Manager - The Fletcher School Tufts University

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Downloaded On: May. 16, 2024 4:54pm

Posted Apr. 8, 2024, set to expire Dec. 31, 2024

Job Title	Research Manager - The Fletcher School
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Public Policy & Administration
Job Website	https://jobs.tufts.edu/jobs/20363?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Fletcher School of Law and Diplomacy is the United States' first professional graduate school of international affairs. Since 1933 Fletcher's multi-disciplinary education in international relations, law, and business, has prepared the world's leaders to become innovative problem-solvers in government, private sector, and non-governmental organizations. The Fletcher School seeks to fulfill its mission in the most environmentally sensible way possible.

What You'll Do

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This is a limited term position with an end date of April 30, 2025.

The Research Manager applies advanced, specialized subject matter knowledge on technology policy and international affairs to develop, implement, supervise, report on, and fundraise for the work of the Hitachi Center in collaboration with the Director.

Essential Functions:

- Implements the Center's plans, manages resources, evaluates progress to plan milestones, recommends changes as necessary, and submits reporting to the Director.
- Develops and oversees project data collection and management systems. Creates and manages reporting. Oversees data analysis, interpretation of results and preparation of findings/outcomes.
- Manages and analyzes project budgets and projections.
- Develops and manages project marketing/promotions and external relations.
- Conducts research, drafts reports and results.
- Manages hiring and training of staff and conducts employee performance reviews. Supervises student research assistants, including a weekly check-in meeting.
- Assists the Director in writing grants and proposals for new funding opportunities or continued support.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a Master's degree and 5-7 years of related experience.
- Advanced knowledge and experience in conducting long-term research related to technology and international affairs.
- Advanced organizational, analytical, and problem-solving skills.
- Excellent verbal, written, and presentation skills.
- Supervisory experience helpful.

Preferred Qualifications:

- Doctorate strongly preferred.

Pay Range

Minimum \$70,000.00, Midpoint \$87,550.00, Maximum \$105,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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