

Project Manager - Eliot-Pearson Department of Child
Study and Human Development
Tufts University

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Posted Nov. 2, 2020, set to expire Mar. 15, 2021

Job Title Project Manager - Eliot-Pearson Department of Child Study and
Human Development

Department

Institution Tufts University

Medford/Somerville, Massachusetts

Date Posted Nov. 2, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Human Development

Family Studies/Child Development

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Job Description

Project Manager - Eliot-Pearson Department of Child Study and Human Development - (20001636)

Description

This is a limited term position for 1 year with opportunity for extension based on funding and successful performance. This is a part-time position working 24.5 hours per week, is a grant funded position and is not eligible for severance pay.

Tufts Interdisciplinary Evaluation Research (TIER) is a research project within Eliot-Pearson Department of Child Study and Human Development and is committed to conducting high-quality, collaborative evaluation research that contributes to expanding usable knowledge in fields such as applied developmental science, policy science, and urban planning, and to improving policies and



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programs for children, families, and communities.

Provides advanced, specialized subject matter knowledge to develop, implement, supervise and evaluate a university Program or Project in collaboration with Director or Principal Investigator. Develops goals and strategies; designs data management and reporting systems; manages program/project financial, operational, and human resources; writes grant proposals for continued or new funding; develops and oversees marketing, advertising and external relations. This individual designs and delivers seminars, lectures and events and conducts research and writes reports and results. Manages recruitment and retention of study subjects. Oversees support and provides advice and counseling to students. Manages hiring, training and evaluation of staff.

Qualifications

Basic Requirements:

Knowledge and experience as typically acquired by Master's degree in related discipline
5-8 years of program or project management experience

Preferred Qualifications:

Doctoral degree

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

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

Contact