

Research Project Manager at Harvard University

Job Summary

Harvard University's Shorenstein Center seeks to hire a detail-oriented and highly motivated individual to serve as the project manager for an exciting new research project aimed at increasing emotional resilience and related outcomes among Head Start educators and parents. This person will work closely with the scientific team – i.e., Professors Jennifer Lerner and Amit Goldenberg (Harvard), Professor James Gross (Stanford University), graduate students, and the National Head Start Association (“Head Start”), a nonprofit organization serving teachers and families in the United States. The Research Project Manager will be the interface between the scientific team and the Head Start community.

Although the core duties of the position involve project management and administration, there is a chance to be engaged in science from the ground up, which may be of special interest to those looking to further develop their application packages for PhD programs in psychology, public policy, public health, behavioral economics, management, or other behavioral sciences. Of course, such graduate school plans are not a requirement for the position.

This is a fully benefits-eligible one-year term appointment that would start immediately with the possibility of renewal depending on performance and funding.

Job-Specific Responsibilities

- In conjunction with the scientific team, especially the principal investigator (PI), manage all aspects of the research project
- Provide general management on administration, workflow, and culture
- Manage timelines and deliverables for the project
- Anticipate the needs of the project as it develops in terms of technology, grant writing, and staff development in coordination with the scientific team.
- Liaise with other colleagues internal and external
- Support the infrastructure of the research project
- Write and coordinate outreach to stakeholders in academia and the practitioner community by providing consistent communication
- Engage and coordinate people who will participate in project activities
- Supervise and coordinate with technical staff, research assistants, and outside contractors
- Draft and assist in the production of high-quality reports, presentations, memos, and materials

Project Operations and Finance

- Organize project meetings and manage logistics
- Manage project finances, reporting to the scientific team leaders while working in close coordination with the Shorenstein Center Executive Director, the Center's Finance Director, and the PI's Administrative Assistant.
- Prepare interim grant reports and updated grant budgets for project funders
- Identify potential outside vendors for technical projects (e.g., website development) as requested by the scientific team, work with such vendors to fulfill needed specifications, and arrange payment to such vendors
- Work effectively with the broader administrative staff at the Shorenstein Center, requesting assistance as needed and problem-solving when needed

Basic Qualifications

- Bachelor's degree and a minimum of 3 years in a program or project management role. Please note, internships can count toward experience and the experience could be non-consecutive.

Additional Qualifications and Skills

- Ability to work on Harvard campus (as opposed to remote) a minimum of 3-4 days per week.
- Excellent attention to detail
- Strong skills in organization and time management
- Ability to work independently and in teams
- Strong communication and interpersonal skills
- Strong writing skills
- Strong command of Microsoft Office (Word, Excel, etc.), Zoom, and collaborative tools (Google Docs, Dropbox)
- Demonstrated experience managing a complex, time-sensitive project
- Demonstrated experience managing financial budgets and transactions
- Previous supervisory experience
- Demonstrated ability to take initiative and creatively solve problems
- Master's preferred
- Experience with outreach to stakeholders in diverse fields
- Ability to travel occasionally (with prior planning) to research sites within the United States
- Experience mentoring students and early-career staff members
- Strong command of project management tools
- Strong financial skills for monitoring payments to participants
- Eagerness to learn

Additional Information

This position is a fully benefits-eligible term appointment ending one year from date of hire with very strong possibility of renewal.

Important Application Instructions:

Thank you for your interest in the research project manager position! We designed the following tasks to help you become familiar with the project and to help us consider potential fit. Please review this [informal research proposal](#) and then complete the following tasks.

1. Please delineate (and prioritize) key steps (and substeps) a project manager would need to take to initiate this project. The answer can be in the form of a high-level to-do list with texts, bullet points, charts, etc. Please write no more than 500 words.
2. Please draft an email to invite Head Start teachers to participate in the online intervention. Please write no more than 300 words.

Please put everything in a single PDF document and include it with your resume and cover letter. Please name your file "LastName_FirstName_PMtask" (fill your own last name and first name where appropriate. E.g., "Lerner_Jennifer_PMtask").

We regret that the Harvard Kennedy School does not provide Visa Sponsorship. Harvard University requires pre-employment references and background checks. Harvard University is committed to supporting a healthy, sustainable learning and working environment.

Please note: This is an in-person/on campus position based in Cambridge, MA, with possible flexible work options.

The University requires all Harvard community members to be fully vaccinated against COVID-19 and remain up to date with COVID-19 vaccine boosters, as detailed in [Harvard's Vaccine & Booster](#)

Requirements. Individuals may claim exemption from the vaccine requirement for medical or religious reasons. More information regarding the University's COVID vaccination requirement, exemptions, and verification of vaccination status may be found at the University's "COVID-19 Vaccine Information" webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>.

Salary Range: \$69,100 - \$116,100

Note: Starting salaries typically fall in the lower half of the salary range; however, they are ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity.

Harvard offers a generous benefits package including:

- Time Off: 3- 4 weeks paid vacation, paid holiday break, 12 paid sick days, 11.5 paid holidays, and 3 paid personal days per year.
- Medical/Dental/Vision: We offer a variety of excellent medical plans, dental & vision plans, all coverage begins as of your start date.
- Retirement: University-funded retirement plan with full vesting after 3 years of service.
- Tuition Assistance Program: Competitive tuition assistance program, \$40 per class at the Harvard Extension School and discounted options through participating Harvard grad schools.
- Transportation: Harvard offers a 50% discounted MBTA pass as well as additional options to assist employees in their daily commute.
- Wellness Options: Harvard offers programs and classes at little or no cost, including stress management, massages, nutrition, meditation and complimentary health services. Harvard access to athletic facilities, libraries, campus events and many discounts throughout metro Boston.

To apply, please go to

https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerID=25240&siteID=5341&AReq=57467BR#jobDetails=1946079_5341