



Research Program Manager

- Location:** Madison, Wisconsin
- Department:** COLLEGE OF LETTERS AND SCIENCE/L&S CTR FOR HEALTHY MINDS
- Category:** Research
- Employment Type:** Partially Remote
- Employment Type:** Staff-Full Time
- Application Period Opens:** Sep 8 2023 at 11:45 AM CDT
- Apply By:** Sep 29 2023 at 11:55 PM CDT
- * **Job Number:** 284894-AS

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Job Summary:

Are you interested in the development of novel approaches to promote mental health and well-being? The Center for Healthy Minds (CHM) is looking for a Research Program Manager (RPM) for a new program of research exploring what well-being interventions work for whom and in which contexts. This research includes a complex multi-arm intervention study of meditation and electrical stimulation in people at-risk for suicidality, and a large national study to detect emotional states using mobile phones and offer tailored well-being practices. Both projects are funded by the Defense Advanced Research Projects Agency (DARPA) to benefit general and military populations.

The RPM will oversee the Targeted Intervention Development program area. This includes the studies described above, and any other projects that arise from this program of research. They will act as project manager to break down complex aims into actionable steps and milestones, while guiding the team through any potential challenges that may arise. This will include overseeing the creation of study procedures and protocols for recruitment, consent, payment, remote and in-person data collection, data cleaning, processing, and analysis; and providing training, support, and supervision of six research staff to implement those procedures and protocols. Therefore, the RPM must be familiar with human subjects research and regulatory compliance, with preference to those who have specific experience with clinical trials and FDA regulations.

The RPM will also oversee budgets and purchasing and ensure timely deliverable reporting to the study sponsor. They will provide overall coordination with collaborators at the Waisman Brain Imaging Core (<https://www.waisman.wisc.edu/brain-imaging/>), the Wisconsin Institute for Sleep and Consciousness (<https://sleep-and-consciousness.wisc.edu/>), and Healthy Minds Innovations (<https://hminnovations.org/>), as well as CHM admin, faculty, and research support core. We anticipate this to be a complex, fast-moving project area with multiple invested parties. As such the RPM will need to assess and balance potentially differing priorities, risks, and benefits.

Equity and inclusion are integral to achieving the vision of the Center for Healthy Minds. We seek candidates committed to the principles of diversity, equity and inclusion in all aspects of their work. Given the societal inequities in science and academia, as well as the disproportionate harm that marginalized members of our society experience - especially women and Black, Indigenous, People of Color - we believe these identities must be centered in our work. Hence, we strongly encourage applications from individuals from marginalized or underrepresented groups. If this role speaks to you, we encourage you to apply.

Responsibilities:

Plans and leads operational, outreach, and promotional activities of a research program and serves as a subject matter expert.

- 20% Plans and directs the day-to-day operational activities of one or multiple research programs or units according to established research objectives in alignment with strategic plans and initiatives
- 5% Assists in the development, coordination, and facilitation of trainings and workshops for internal and external audiences to disseminate research program developments and information
- 10% Plans, develops, and implements processes and protocols to support research aims
- 20% Exercises supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of at least 2.0 full-time equivalent (FTE) employees
- 30% Serves as a unit liaison and subject matter expert among internal and external stakeholder groups, collaborates across disciplines and functional areas, provides program information, and promotes the accomplishments and developments of scholars and research initiatives
- 5% Monitors program budget(s) and approves unit expenditures
- 10% Develops policies, procedures, and institutional agreements on behalf of the program

Institutional Statement on Diversity:

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background - people who as students, faculty, and staff serve Wisconsin and the world.

For more information on diversity and inclusion on campus, please visit: [Diversity and Inclusion](#)

Education:

Required
Bachelor's Degree

Qualifications:

Required:

Experience supervising staff, managing projects, and grant/research deliverables, while modeling leadership behavior, communication, and interpersonal skills.

Experience managing complex research projects with multiple stakeholders, e.g. multiple principal investigators, teams or labs. Specifically, the ability to act as an agent who drives action and productivity is critical.

Experience with and knowledge of human subject IRB research regulations.

Preferred:

Experience or familiarity with research involving any study methods or design elements such as neuroimaging, electrical brain stimulation, remote data collection, behavioral research, clinical populations, and mental health research.

Experience with HIPAA, clinical trials and/or FDA regulations

Work Type:

Full Time: 100%

This position may require some work to be performed in-person, onsite, at a designated campus work location. Some work may be performed remotely, at an offsite, non-campus work location.

Appointment Type, Duration:

Ongoing/Renewable

Salary:

Minimum \$85,000 ANNUAL (12 months)

Depending on Qualifications

The starting salary for the position is negotiable based on experience and qualifications.

Employees in this position can expect to receive benefits such as generous vacation, holidays, and paid time off; competitive insurances and savings accounts; retirement benefits. Benefits information can be found at (<https://hr.wisc.edu/benefits/>).

Additional Information:

The successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. University sponsorship is not available for this position.

How to Apply:

To apply for this position, please click on the "Apply Now" button.

For questions on the position, contact: Brittany Thomson brittany.thomson@wisc.edu or 608-262-0037.

To apply for this position you will need to upload a cover letter, resume and contact information for at least three professional references, including your current supervisor. References will not be contacted without advance notice.

Your cover letter should address your qualifications as they pertain to the qualifications listed above.

Contact:

Brittany Thomson

brittany.thomson@wisc.edu

608-262-0037

Relay Access (WTRS): 7-1-1. See [RELAY_SERVICE](#) for further information.

Official Title:

Research Program Manager(RE046)

Department(s):

A48-COL OF LETTERS & SCIENCE/CTR FOR HEALTHY MINDS

Employment Class:

Academic Staff-Renewable

Job Number:

284894-AS

The University of Wisconsin-Madison is an Equal Opportunity and Affirmative Action Employer.

Qualified applicants will receive consideration for employment without regard to, including but not limited to, race, color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, disability, or status as a protected veteran and other bases as defined by federal regulations and UW System policies. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employee disabilities.wisc.edu/disability-accommodation-information-for-applicants/>

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the [University of Wisconsin Police Department](#).

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CONTACT

Talent Acquisition
Office of Human Resources
University of Wisconsin–Madison
21 N. Park Street, Suite 5101
Madison, WI 53715-1218

Website feedback, questions or accessibility issues: ohrwebmaster@ohr.wisc.edu.

Learn more about [accessibility at UW–Madison](#).

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