MASSACHUSETTS GENERAL HOSPITAL

Job Title: Clinical Research Program/Project Manager Date: 10/5/2023

Job Code: 000975 Grade: FLSA Status: Non-Exempt

Department/ Unit/ Section: General Medicine Division Reviewed By: Annette Jerome

Reports To: Julie H. Levison, MD, MPhil, MPH

Date Description last revised:10/5/23

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

A clinical investigator within the Division of General Internal Medicine seeks a part-time **Program Manager (20 hrs. per week)** to direct and oversee the work of a major NIH funded clinical trial aimed at overcoming health disparities in Latinos with HIV through an innovative psychosocial intervention. The PM will work directly with the PI (Julie Levison, MD). The PM is responsible for guiding staff and investigators at MGH and the study sites through the research process in addition to overseeing and implementing the research study and ensuring deliverables and high performance of the research team, including initial implementation of the multi-site clinical trial. S/he/they will take part in the adaptation and preparation of key materials, interview guides, manuals and resources for the project, including overseeing translations and ensuring IRB approvals across study sites are up to date. S/he/they will oversee project staff and troubleshoot problems that arise over the course of the study. This includes helping to address utilizing advanced problem-solving skills to support the research team and managing progress reports, data use agreements, budget preparation, and oversight. The PM will represent the research team in internal and external collaborations, manuscript and grant writing, and other tasks at the discretion of the PI, in addition, to independently advancing project goals and managing project timelines. This person will work with an internationally recognized, multidisciplinary team from Massachusetts General Hospital and Harvard Medical School as well as collaborations.

S/he/they should have a Master's degree in relevant area or equivalent work experience, be a self-starter with excellent organization, interpersonal, and communication skills with a strong attention to detail. Ability to work well as a member of a team, and interface with individuals across a wide range of disciplines and life experiences is important. Spanish language fluency is encouraged. Supervision of personnel at external study sites will be conducted from Boston, MGH.

The ideal candidate is one who is ready to step into a long-term position with an opportunity for career development. Some remote work is possible, with one to two days on-site. Most work is during usual business hours; there may be occasional duties outside of these hours.

Interested candidates should apply via http://www.partners.org/careers. Please attach a cover letter to your resume.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

Responsibilities include, but are not limited to, the following activities:

- Serve as a liaison with investigators at institutions outside of MGH in a multi-site clinical trial.
- Recruit, train, and supervise research assistants (1 FTE) for projects
- Oversee implementation of the study protocol including randomization and delivery of the interventions surveys, data collection and analysis according to the protocol and adhering to established guidelines for randomized trials.
- Oversee the development and maintenance of databases to support tracking of pre-specified recruitment and enrollment targets, and identifying and overcoming any barriers to recruitment in timely manner
- Work with data analytic team to oversee study data collection; track follow-up data collection, and quality control process for data collected
- Coordination of English-Spanish translation of all patient facing documents working with a multi-national translation committee
- Oversee community engagement, remotely, with local community advisory boards at external study sites
- Coordinate communication with study sponsors and prepare required progress reports for study sponsors
- Support submission of new grant applications, including development of budgets, timelines and protocols
- Participate in preparation of manuscripts, abstracts and posters
- Assist in organizing data and project related files and maintain electronic records of all project documents.
- Prepare Institutional Review Board (IRB) applications regarding human subjects compliance.
- All other duties as assigned.

QUALIFICATIONS: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

Detail oriented self-starter with excellent organizational and communications skills. Master's degree with experience working in community-based health disparities research and clinical trials. Must do well with multitasking and synthesizing information and details. Experience in a research setting, preferably with federal grants and clinical trials. Supervisory experience and experience working with multiethnic and multicultural populations desirable. Interest in fields of HIV/infectious diseases, mental health, and empowerment of individuals of diverse racial/ethnic backgrounds. Bilingual Spanish and English strongly preferred.

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED: (MUST be realistic, measurable, objective, and related to the essential functions of the job.)

- Demonstrated passion and dedication to health disparities, medicine/public health
- Comfort in multi-tasking
- Excellent attention to detail

- Strong written and verbal communication skills
- Ability to work both independently and as part of a team
- Intellectual independence and initiative
- Comfort with interpersonal skills and standards of professionalism
- Proficiency with office software (Microsoft Word, Excel, and PowerPoint as well as Internet applications) and the ability to learn new computer applications
- Experience with REDCAP encouraged
- Experience using internet and library search engines

WORKING CONDITIONS: Describe the conditions in which the work is performed.

Hybrid work option with at least 1 day in person in a typical office or clinical environment.

SUPERVISORY RESPONSIBILITY: List the number of FTEs supervised.

- Supervise research assistants for project (1 FTE).

FISCAL RESPONSIBILITY: Indicate financial "scope" information, i.e.: size of budget, volume, revnue, etc.

- Maintain all study documentation for budgets
- Support submission of new grant applications, including development of budgets.

APPROVAL:

(NAME)
Department Mgr. __ _____ Title: Administrative Manager Date:

(NAME)
Other, As Appropriate _Shelli Mahan_ Title: Administrative Director_ Date:

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.