

Project Manager, Food is Medicine Institute
Tufts University

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

Job Title	Project Manager, Food is Medicine Institute
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://jobs.tufts.edu/jobs/20139?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Food is Medicine Institute is a new, cross-university collaborative effort at Tufts, bringing together faculty from the Friedman School, Tufts University School of Medicine, Tufts Medicine, and other local and national partners to advance research, training, patient care, and community engagement around food is medicine (FIM). FIM is a set of food-based nutrition programs and interventions integrated into the health care system to advance specific health needs and health equity in different populations.

Tufts is already the leading academic institution globally for advancing FIM. Information on some of the FIM activities at Tufts is here: <https://tuftsfoodismedicine.org/>. This new, first-of-its-kind Institute will lead the nation in collaborative, high impact efforts to transform healthcare by integrating high-value food-based nutritional interventions and related programs as therapeutic and preventive interventions. The Institute's activities will include research and translation, clinical care pathways and implementation, education and training, and community outreach and policy development around FIM. Through these activities, the Institute will serve as a catalyst to drive change, improve health, reduce health disparities, and create a more equitable and resilient healthcare system that recognizes the power of food as medicine.

What You'll Do

The Project Manager provides advanced subject matter expertise for the research program to implement, track, review, and evaluate a rich research program in domestic and global nutrition science and policy, in collaboration with faculty PIs. The Project Manager will handle the below duties:

- Manages grant proposals and application requirements
- Collaborates with sponsored research staff to monitor budgets, grants, and contracts
- Prepares projections, materials, and reporting, and ensures compliance.
- Conducts evaluations of overall research progress, tracks milestones, and drafts project reports and summaries.
- Assists faculty in developing systems to maximize synergistic opportunities for collaboration.
- Coordinates communications with external stakeholders to advance partnerships.
- Manages financial and administrative efforts in support of sponsored research.
- Coordinates hiring and training of staff, students, and temporary hires and serves as primary administrative liaison for the research group to the school administration.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Master's degree in related discipline and 5+ years research or project administration experience or related role
- Proficiency and proven track record in grant, financial, and contract management
- Detail-oriented, with strong problem-solving skills and a proactive approach
- Discretion, tact, and judgment to act on behalf of the PI and other faculty members
- Experience supporting high-level researchers and/or faculty members and their research

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- Resourcefulness to seek out and independently propose solutions to problems

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.

Contact Information

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

Contact