

Project Manager - Biology, School of Arts and Sciences  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=230724>

Downloaded On: Dec. 21, 2024 9:55am

Posted Feb. 14, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Project Manager - Biology, School of Arts and Sciences
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Feb. 14, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20162?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20162?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The [Allen Discovery Center](#) is dedicated to the advancement of basic biology and biomedicine, and to using an integrated approach to control biological structure and function. Through a combination of molecular genetics, biophysics, and computational approaches, researchers at the Center work toward a multi-level control of patterning. Novel technology is being developed to modulate the bioelectric communication that enables cells to coordinate their activities toward specific anatomical and functional end-states. This new type of epigenetic control has significant implications for developmental biology, evolution, unconventional computation, and synthetic bioengineering. Applications in progress include the repair of birth defects, regenerative medicine, cancer reprogramming, and synthetic biology.

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### What You'll Do

**This is a grant funded position and not eligible for severance pay.**

We are seeking a versatile, experienced, and highly motivated Project Manager, who will report to [Professor Michael Levin](#) and the deputy director of the Allen Discovery Center. The Project Manager will handle the below duties:

- Collaborate with the Center's graduate students, post-doctoral fellows, and scientific staff to ensure that all relevant milestones are met and Center goals are achieved in a timely fashion
- Ensure that equipment, material, and human resources converge efficiently toward on-time delivery of milestone outcomes and long-term goals
- Monitor and manage multiple tasks simultaneously
- Trouble-shoot problems and remove obstacles that impede our scientists from carrying out their cutting-edge research
- Independently oversee a portfolio of projects from submission through completion, including progress tracking and any reporting requirements

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a Master's degree in biology or a related discipline, with 2–3 years of project management experience OR a Bachelor's degree in the life sciences with 3–4 years of project management experience in an academic or industrial setting

#### Preferred Qualifications:

- Familiarity with Adobe Illustrator/Photoshop and project management software
- Excellent verbal and written communication skills
- Excellent interpersonal and analytical skills



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### **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**

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