

Program Manager - Human Nutrition Research Center on
Aging
Tufts University

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Posted Oct. 11, 2024, set to expire Feb. 23, 2025

Job Title	Program Manager - Human Nutrition Research Center on Aging
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 11, 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/21017?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The mission of the USDA Human Nutrition Research Center on Aging at Tufts University (HNRCA) is to promote healthy aging through nutrition science to empower people seeking to enjoy long, active, and independent lives. HNRCA investigators examine how nutrition and physical activity play a role in the prevention of the major chronic degenerative conditions and diseases associated with aging.

The Metabolism and Basic Biology of Aging research directive focuses on understanding cellular and molecular processes that contribute to age-related disease, as well as the role of nutrition in regulating the underlying mechanisms that promote healthy aging.

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Dr. Daniel Promislow, Senior Scientist at the HNRCA, is the Principal Investigator of the Dog Aging Project. Founded in 2018, the Dog Aging Project is a fully operational, long-term longitudinal study of healthy aging in more than 50,000 companion dogs from across the United States. The goal of the Dog Aging Project is to identify the genetic and environmental factors that influence healthy aging, and to understand how these factors shape aging. More information can be found at <https://dogagingproject.org>

What You'll Do

Working closely with Dog Aging Project's leaders and partners, the Program Manager will provide oversight and senior-level reporting for the program, as well as serving as principal point of contact for operational issue resolution. The Program Manager will work with partners to:

- Manage the strategic operations for the program, including working closely with the principal investigator and program directors to adjust and meet overall program goals
- Establish detailed executional plan for each phase of the project
- Ensure operational readiness for implementation of goals outlined by the program
- Oversee execution of each phase of the program and be accountable for program progress

The role will build on the strong executive, business, and technical relationships with program leaders, staff, and partners to ensure timely completion of defined programmatic goals. This will include oversight of major program workstreams, collaborations, and some day-to-day management of activities, as needed. The role may require involvement in execution of and compliance with agreements, carrying out scientific tasks or workstreams to meet project deadlines, and forming connections and maintaining communication with external scientific collaborators and other external partners. This role will need to pay particular attention to partner relationships and manage the interests of the HNRCA and Tufts University, as well as its partner institutions.

The Program Manager will connect with stakeholders from many functional areas of several organizations at many organizational levels. The role will be part project manager, ensuring deadlines are met to drive the Dog Aging Project work product, and part diplomat, gaining alignment and collaboration to ensure all interests are met.

What We're Looking For

Basic Requirements:

- Advanced degree in health or biological sciences or related field (i.e., bioinformatics, medicinal chemistry, public health, etc.), and/or business or equivalent work experience
- Five years of experience in a combination of strategy, operations, clinical, or biological research, genetics or genomics, data analytics, program management, administration, communications, and financial management
- Exceptional organizational and time management skills with the ability to appropriately manage stakeholders, as well as balance multiple workstreams and competing priorities



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- A strong collaborative mindset that enables the ability to interact with, influence, and act on many internal and external organizational levels
- Comfort with large amounts of data and information, and the ability to accept and channel ambiguity into project frameworks
- Ability to maintain the highest level of confidentiality and to engender trust
- Strong analytical skills, solid business acumen, and the ability to span stakeholders
- Experience synthesizing information and presenting concepts to constituents across a wide range of fields (scientific, clinical, information technology, financial, etc.)
- Ability to identify and solve problems, analyze data, and implement and troubleshoot solutions
- Ability to maintain the best interest of Tufts University, the HNRCA, and the Dog Aging Project amidst competing priorities and conflicting feedback from a variety of constituents
- Excellent verbal and written communication, as well as editing skills
- Proven proficiency with MS Office (Word, Excel, PowerPoint) and Google Drive Suite (Doc, Sheets, and Slides)
- Reliability, integrity, grace-under-pressure

Preferred Qualifications:

- Background in research with a strong understanding of data and sample acquisition process development
- Experience directing multi-year, multi-phase, multi-institutional projects or programs
- Exposure to the principles of organizational dynamics

Pay Range

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

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