Research Project Manager  
Full-Time; Benefits Eligible

Are you known for your critical thinking and analysis abilities? Do you enjoy managing multiple tasks and staying highly organized? Do you desire to make a difference in the lives of public safety personnel? If so – this may be the opportunity for you!

The National Institute for Public Safety Health, a non-profit based in downtown Indianapolis seeks a Research Project Manager to coordinate and manage research projects, including a nutrition intervention program, focused on the health of public safety personnel.

This is a brand new position for the organization and the successful candidate will earn anywhere from $40,000 – 60,000 annually based on background and experience.

The Research Project Manager will:
  · Assist in the coordination of projects, ensuring that all goals and deliverables are achieved
  · Coordinate and oversee daily activities of research projects
  · Confer with leadership in the execution of studies to ensure compliance with study protocols, adherence to regulatory compliance guidelines, identification of problems and problem solving, and accurate and timely data management and submission
  · Work with investigators to oversee collaboration between the finance team, investigators, and leaders to provide financial and preliminary data for progress reports and grant renewals
  · Help hire and supervise research assistant, coordinate and approve time

Ideal Research Project Manager candidates have:
  · Bachelor’s degree required; 1-2 years of prior experience in health education and in research preferred
· Enrollment in a public health or health-related master’s degree training program or 4 – 5 years of research experience
· Completion of a graduate level biostatistics class preferred
· Completed CITI training (certificate) preferred
· Highly professional communication skills and demeanor

An Equal Opportunity Employer