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### Description

**Job Title** **Project Manager (Research Associate)****Department** **Center for Health Systems Effectiveness****Location** **MDY 200J****Work Unit Description****Work Schedule, Hours, FTE, Salary Range**

- FTE: 1.0 FTE, Full Time
- Schedule: Monday - Friday, 8:00 am – 5:00 pm
- Salary Range: \$55,000 - \$82,000
- Location: Portland, OR (South Waterfront)
- Job Type: Research

### Functions/Duties of Position

The Research Associate will serve as project manager for CHSE in our role as lead organization for the Washington All Payer Claims Database (WA-APCD), a new state initiative with high visibility. Under the direction of CHSE's WA-APCD project director, the project manager will coordinate communications, task management and development of deliverables between OHSU project staff, web/communications and database contractors, Washington state agency personnel, and health care industry stakeholders in Washington. Position involves frequent travel to Washington state. Alternately, the project manager could be based in Olympia, WA with frequent travel to Portland.

### Job Requirements

#### Required Qualifications:

- Master's degree with experience in health services research or relevant field
- 3 years of experience in health services or health policy research
- Excellent organizational and oral and written communication skills
- Advanced knowledge of Microsoft Word, Excel, PowerPoint, Outlook, and project planning/timeline tools
- Intermediate knowledge and skill level utilizing databases

- Ability to serve as a team lead, to work autonomously within a team-based environment
- Ability to complete tasks in an accurate and timely manner, as well as to anticipate need
- Strong organizational skills and be detail oriented
- Ability to travel to different locations in Washington state on a weekly to monthly basis
- Able to perform the essential functions of the position with or without accommodation

#### Preferred Qualifications:

- Master degree in Public Health, Public Policy, or similar field
- Experience with Medicaid programs, health plans, and/or state health policy
- Prior experience managing large, complex research project with multiple teams and multiple sites
- Experience in writing/drafting reports and manuscripts
- Experience with Adobe Indesign

#### Additional Details

Oregon Health & Science University values a diverse and culturally competent workforce. We are proud of our commitment to being an equal opportunity, affirmative action organization that does not discriminate against applicants on the basis of any protected class status, including disability status and protected veteran status. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply. To request reasonable accommodation contact the Affirmative Action and Equal Opportunity Department at 503-494-5148 or aaeo@ohsu.edu.

#### How To Apply

Apply here online. Please be sure to upload a cover letter and Resume or CV.

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