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Project Manager

 School of Medicine, Stanford, California, United States

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The Stanford University **Clinical Excellence Research Center** (CERC) strives to lower healthcare spending in the United States by designing, pilot testing, and evaluating innovative models of care delivery. Our design work is enabled by research in areas including human factors, artificial intelligence, and positive deviance. CERC has partnered with the Stanford School of Engineering for its PAC program. The PAC research mission is to deliver Artificial Intelligence based healthcare service delivery solutions that improve cost efficiency and healthcare quality. In addition, CERC works with sponsors and national collaborators on its bright spots and human experience research. To disseminate insights from this cutting edge work, CERC and various sponsors are collaborating to translate these findings into practical solutions and evaluate the effectiveness of these interventions on quality and cost.

The successful candidate will spend 50% of their time on our Partnership in Artificial Intelligence Assisted Care (PAC) program and 50% supporting other programs within CERC. Stanford University is seeking a Social Sciences Research Professional 2 to perform work to support its research initiatives.

Duties include:

- Assist in designing experiments, exercising independent initiative and judgment gained from completing a variety of high level assignments.
- Support the grant submission process, develop research protocols for novel applications, manage IRB processes, conceptualize ethical frameworks and navigate regulatory requirements, with the supervisor providing general guidance and suggestions.
- Interpret, synthesize, and analyze data using scientific or statistical techniques.
- Solve problems, and make decisions that affect the direction of the research and result in independent contributions to the overall project.
- Select and apply standard calculations and formulas independently to compile data or process documents; often serve as a resource for research methods and numerical analyses.
- Co-author sections of research publications and regulatory reports on a limited scope as needed.
- Complete project-related administrative and budgetary responsibilities.
- Supervise staff or students as needed, including oversight and instruction on techniques, as well as consultation on project work.

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
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
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
Life Science Research Professional 3

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- Manage the planning and execution of complex events & meetings, including symposia and multi-day conferences.
- Independently manage day to day operations associated with research grants and projects.

**- Other duties may also be assigned, not all unique aspects of this job are covered by this job posting. A full job description will be shared during the interview process.*

EDUCATION & EXPERIENCE (REQUIRED):

- Bachelor of Arts degree in an applicable social science related field and two years applicable experience, or combination of education and experience in an applicable social science.

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

- Comprehensive understanding of scientific theory and methods.
- General computer skills and ability to quickly learn and master computer programs.
- Strong analytical skills and excellent judgment.
- Ability to work under deadlines with general guidance.
- Excellent organizational skills and demonstrated ability to complete detailed work accurately.
- Demonstrated oral and written communication skills.
- Ability to work with human study participants.
- Developing supervisory skills.

PHYSICAL REQUIREMENTS*:

- Frequently perform desk-based computer tasks, grasp lightly/fine manipulation, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, sit, use a telephone, writing by hand, and sort/file paperwork or parts.
- Rarely twist/bend/stoop/squat, kneel/crawl, rarely reach/work above shoulders, operate foot and/or hand controls.

**- Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*

WORKING CONDITIONS:

- May be required to work non-standard, extended or weekend hours in support of research work.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

Why Stanford is for You:

Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy. Our culture and **unique perks** empower you with:

- Freedom to grow. We offer career development programs, tuition reimbursement, or audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader

peak.

- A caring culture. We provide superb retirement plans, generous time-off, and family care resources.
- A healthier you. Climb our rock wall, or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- Discovery and fun. Stroll through historic sculptures, trails, and museums.
- Envious resources. Enjoy free commuter programs, ridesharing incentives, discounts and more.

**- Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.*

Additional Information

- Schedule: Full-time
- Job Code: 4187
- Employee Status: Regular
- Grade: G
- Requisition ID: 86659

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