

Research Project Manager

Job ID 12839 **Type** Regular Full-Time **Company** Fred Hutchinson Cancer Research Center **Location** US-WA-Seattle

Category Biostatistics, Bioinformatics and Computational Biology

Overview

Cures Start Here. At Fred Hutchinson Cancer Research Center, home to three Nobel laureates, interdisciplinary teams of world-renowned scientists seek new and innovative ways to prevent, diagnose and treat cancer, HIV/AIDS and other life-threatening diseases. Fred Hutch's pioneering work in bone marrow transplantation led to the development of immunotherapy, which harnesses the power of the immune system to treat cancer. An independent, nonprofit research institute based in Seattle, Fred Hutch houses the nation's first cancer prevention research program, as well as the clinical coordinating center of the Women's Health Initiative and the international headquarters of the HIV Vaccine Trials Network. **Careers Start Here.**

The **Statistical Center for HIV/AIDS Research and Prevention (SCHARP)** at Fred Hutch is a full service statistical and data management center focused on HIV prevention research. SCHARP has an annual budget of over \$40 million, more than 180 employees and is currently managing over 40 active phase I – III clinical trials in over 150 clinical sites around the world. SCHARP is seeking a Research Project Manager.

The SCHARP Research Project Manager reports to the SCHARP Sr. Manager of Lab Data Management and has responsibility for overseeing a diverse portfolio of lab data management and statistical data analysis projects in support of pre-clinical and clinical trials conducted by SCHARP's research partners. This role will plan, coordinate, and monitor activities among staff in the SCHARP lab data and data analytics teams in support of research projects under the guidance of SCHARP Program and Portfolio Management team.

Responsibilities

The Research Project Manager will:

- Manage research projects as assigned.
- Assist Program and Portfolio Management with intake and statement of work development.
- Define project requirements, scope of work, and schedule including milestones.
- Work closely with functional managers to plan resources and/or adjust project timelines in negotiation with stakeholders.
- Plan and coordinate activities between third party labs, the SCHARP Lab Data Management, and the SCHARP Data Analytics teams.
- Monitor project execution and progress against milestones and deliverables.
- Maintain and provide project status information for stakeholders to include issues and risks.
- Organize and facilitate regular status meetings with project team, preparing and distributing minutes, agendas, and other materials as needed.
- Other responsibilities as assigned and determined.

Qualifications

Minimum Skills/Requirements

- 4 Year Degree and two years of related experience; experience in lieu of degree acceptable.
- Experience with research lab data and assays
- Excellent verbal and written communication skills, strong attention to detail
- Advanced user of Microsoft Office Suite of tools, Excel in particular, required.
- Must work well independently and be self-motivated
- Strong organizational and planning skills

Preferred Qualifications

- Experience with clinical trials preferred.
- Experience using project management software (SmartSheet, MS project, etc...)
- Experience managing or coordinating lab data research projects

Our Commitment to Diversity

We are committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected. We are proud to be an Equal Opportunity and VEVRAA Employer. We do not discriminate on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or membership in any other legally protected class. We are an Affirmative Action employer. We encourage individuals with diverse backgrounds to apply and desire priority referrals of protected veterans. If due to a disability you need assistance/and or a reasonable accommodation during the application or recruiting process, please send a request to our Employee Services Center at escmail@fredhutch.org or by calling 206-667-4700.

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