

Job Title:	Research Manager	Reports To:	Associate Director of Research Operations
Location:		Travel Required:	
Level/Salary Range:	DOE	Position Type:	FT
HR Contact:	Claudria Hurt	Date Posted:	May 2022
External Posting URL:			
Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Research Manager			

Job Description:
<p>Position Overview:</p> <p>The Research Manager position at AllianceChicago will have the exciting opportunity to work closely with a network of community health centers (CHCs) and leverage Health Information Technology (HIT) for research, innovation, and quality improvement. The primary responsibilities of the Research Manager are to manage multiple projects involving multidisciplinary internal and external teams and stakeholders. The Research Manager will work with these teams to engage in qualitative and quantitative research planning and design, organize fieldwork initiatives, and conduct post-research analyses and evaluations.</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Collaborate with assigned Principal Investigator(s) on the development of research project designs, protocols, and procedures; data collection methods; clinical content; and strategies for data delivery and management, and ensure adherence to them • Lead the creation of a charter, project plan, and other documentation as needed for each assigned project, and ensure all agreements, deliverables, and milestones are up to date and met in accordance with project goals • Prepare for and facilitate internal and external project related meetings, starting at project kick-off and concluding with project close-out • Facilitate effective collaboration with appropriate internal staff and external partners in between meetings to ensure execution of roles and completion of action items • Facilitate workflows related to data collection, validation, and delivery; informatics; and/or HIT as dictated by the needs of each assigned project, in collaboration with investigator(s) and other internal and external partners • Oversee recruitment and engagement efforts of CHCs and human subjects for project specific needs, as needed • Serve as a point of contact for, and provide technical assistance to, participating CHCs • Use project tracking systems to monitor and manage performance of projects against established charters and other plans to ensure projects meet objectives, deadlines, and deliverables • Monitor budgets of assigned projects, including invoice processing, report development, etc., and report on any variances • Proactively anticipate needs of the investigator(s); maintain effective lines of communication and assist with prioritizing conflicting needs • Consult with investigator(s) on troubleshooting issues of risk related to assigned projects; work to mitigate risk(s) expeditiously • Communicate effectively and appropriately with external partners including CHCs, academic researchers, funders, and community stakeholders any salient project status updates or anticipated delays as it relates to project deliverables, budget development, contract execution, and other project related tasks

- Develop interim reports for principal investigators, funders, Institutional Review Boards, and other stakeholders
- Adhere to AllianceChicago documentation processes and procedures
- Express the mission, vision, and values of AllianceChicago
- Other duties as assigned

Other Requirements:

- Ability to multi-task and work on simultaneous projects
- Ability to prioritize workload to ensure on-time project completion
- Ability to anticipate project needs
- Strong problem-solving skills
- Keen attention to detail
- Proficiency in Microsoft Office Professional products
- Knowledge of SharePoint, JIRA, SmartSheets, and Salesforce (preferred)
- Excellent verbal and written communication, interpersonal, and customer service skills

Education/Training/Expertise:

- Bachelor's degree in the social, behavioral, or health sciences and 5 years' experience; or a Master's Degree in a social, behavioral, or health science and 3 years of project coordination experience is required
- Prior work experience in a health care or research-related organization preferred

Working Conditions:

- General office and telework setting, extensive telephone and desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with small parcels up to 25 lbs
- May be working during on-site visits in clinical environments and settings where medical equipment, chemicals, communicable diseases and certain pathogens may be present

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.