Research Program Manager II – Position 93689-AS

Education: A Bachelor’s degree is required, preferable in a related area; A Master’s degree in Public Health, Child Development, Psychology or a related field is highly preferred.

Appointment Percentage: 100%

Full-time Salary Rate: Minimum: $48,333 annually; Depending on qualifications

Job Summary:
The Waisman Center is dedicated to the advancement of knowledge about human development, developmental disabilities, and neurodegenerative diseases throughout the lifespan. One of only 14 centers of its kind in the United States, the Waisman Center encompasses laboratories for biomedical and behavioral research, a brain imaging center, and a clinical biomanufacturing facility for the production of pharmaceuticals for early stage human clinical trials. In addition to its research efforts, the Center provides an array of services to people with developmental disabilities, offers numerous educational and outreach programs to young children and their families, and trains scientists and clinicians who will serve our nation in the future.

The Research Program Manager is a staff member of the Epidemiology of Developmental Disabilities, University Center for Excellence in Developmental Disabilities (UCEDD) work unit, at the Waisman Center. This position will serve as the research program and administrative manager for the Wisconsin Surveillance of Autism and other Developmental Disabilities System (WISADDS), a project funded as part of the Centers for Disease Control and Prevention's (CDC) Autism and Developmental Disabilities Monitoring (ADDM) Network. WISADDS is a public health project that conducts population-based, multi-source surveillance of autism spectrum disorders (ASD) and cerebral palsy (CP) among children in a 10-county area of southeastern Wisconsin. The Research Program Manager will provide leadership, program, staff and project management.

Minimum Qualifications:
Qualified applicants will have the following required work experience:

- More than four years’ experience in a research setting (research experience related to developmental disabilities, public health, child development or pediatrics is highly preferred).
- Demonstrated ability and experience managing a project or research program.
- Database or data management experience.

Well-qualified candidates will have the following preferred knowledge and experience:

- Previous experience working with computerized data collection and familiarity with medical records is highly preferred.
- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communications as well as strong interpersonal skills and organizational skills.
- Demonstrated ability to work both independently and as part of a team.
- Experience adhering to a project or study protocol.

For a complete list of duties and qualifications, please see: https://www.ohr.wisc.edu/weblisting/External/PVLSummaryPrint.aspx?pvl_num=93689

How to Apply:
To be considered for this position, applicant materials must be submitted online. Applicants will be asked to upload a cover letter, resume and a list of references.

Please click on the “Apply Now” button to start the application process at the following link: http://jobs.hr.wisc.edu/cw/en-us/job/497582/wisadds-research-program-manager

Questions about the position can be directed to Melissa Henning at 608-890-1388 or melissa.henning@wisc.edu.

To ensure consideration applications must be received by April 10, 2018.

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If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm
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NOTE: Please indicate in writing if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identify and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).

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UW-Madison is an equal opportunity/affirmative action employer.
We promote excellence through diversity and encourage all qualified individuals to apply.
A criminal background check will be conducted prior to hiring.
A period of evaluation will be required