



University Human Resources

Staff Job Description

Grade 11 and Below

Section 1: Identifying Information

Position Title: Project Director	Date Prepared: April 2024
Department: Global Alliance for Infant and Maternal Health Research (Global AIM)	Job Family: Research
Position Reports to: Director, Global AIM	Grade: 11 FLSA Status: Exempt

Section 2: Position Purpose

Describe the primary functions and purpose of this position. Please note that this section (Position Purpose) and Section 6: Job Qualifications and Competencies will be used for the job posting and advertisements.

The Global Alliance for Infant and Maternal Health Research (Global AIM) at The Warren Alpert Medical School of Brown University is dedicated to improving the survival, health, and potential of mothers, newborns, and children. We are currently conducting research to improve health outcomes of mothers and infants in low-resource settings, specifically targeting the prevention and management of preterm birth and low birthweight infants and optimizing child neurodevelopment.

The Project Director will provide senior oversight and management of the research program and projects of Dr. Lee's lab within Brown Global AIM. The research portfolio includes a broad range of projects including international clinical trials, multi-country epidemiologic cohort studies, and the development of new medical devices. The research is conducted primarily in Ethiopia and Bangladesh and includes collaborations with multiple international partners and stakeholders.

The Project Director will oversee the existing research grants, personnel, trainees, and laboratory operations of the Lee Research program. The laboratory has several ongoing funded projects in Ethiopia and Bangladesh, with project specific project managers, post-docs, and trainees. The Project Director will lead activities of all research projects to ensure smooth research operations, achievement of timelines and deliverables. The Project Director will be responsible for grant budgeting and financial management and play a critical role in future vision of the program participating in grant development and writing.

The major focus of the research program is the design and evaluation of interventions to reduce the major causes of maternal and neonatal morbidity and mortality worldwide. More information about the current research program is at this [website](#).

This is a fixed term position with a current end date of June 30, 2026, which may be extended based upon the availability of funding.



University Human Resources

Section 3: Major Responsibilities

List 3 to 6 major responsibilities, functions and/or activities; provide related supporting actions to describe how the work will be accomplished; and estimate the percentage of time for the responsibility. Please arrange in descending order by percentage time.

1. Major Responsibility: Oversees the Management of Several Research Programs 40%

Supporting Actions:

- Plans, directs, coordinates and leads activities of several international research projects to ensure that goals and objectives are met.
- Tracks progress of study tasks to ensure timely accomplishment of deliverables. Independently establishes work plans, timeline and staffing for each phase of the project and arranges assignments of projected personnel..
- Provides regulatory submission and oversight of Data Use Agreements, Material Transfer Agreements, and other Agreements
- Manages regulatory documents according to study sponsor guidelines and monitors protocol operations to ensure compliance with local and federal regulations.
- Provides IRB oversight and oversight of the development of study documents including protocols, SOPs, data collection tools, and training tools for implementing partners
- Supports study team to ensure that study and protocol procedures are followed and managed according to sponsor and organizational SOPs.
- Works with study team to track accrual and retention goals; troubleshoots and problem-solves to ensure these goals are met.
- Troubleshoots research issues and problems raised by sponsors, funders, collaborators and staff.
- Identifies and evaluates areas for improvement across projects.
- Oversight and management of Biorepositories – international shipping, regulatory approvals

2. Major Responsibility: Budget, Reporting and Financial Management 30%

Supporting Actions:

- Develops and manages the budgets for research programs and is responsible for ongoing grant budgeting and financial management across research projects.
- Collaborates with PI and partners to create an accurate budget for study implementation and ongoing activities.
- Identifies grant opportunities and provides assistance with preparation of grants submissions.
- Manages ongoing external funding that furthers the research program.
- Skills to conduct Data synthesis and analysis, including literature reviews and descriptive statistics
- Oversight of Data analysis

3. Major Responsibility: Outreach and Communications 15%

Supporting Actions:

- Directs and develops public outreach, press releases, public presentations and website development and content.



University Human Resources

- Manages communications with research teams and partners, summarizing discussion points from study calls into actionable items, and tracking study decisions.
- Communicates study progress to stakeholders
- Prepares progress reports for donors and partners; preparing written and oral presentations

4. Major Responsibility: Supervision and Leadership of Staff 15%

Supporting Actions:

- Hires and supervises staff.
- Trains all research staff including the Project Coordinator/Manager, postdoctoral fellows, and trainees in the laboratory and ensures staff members receive ongoing training as needed.
- Continually assesses staff capacity, quality of work and workload.
- Identifies staffing needs across projects and coordinates additional hiring as needed.
- Provides support to Global AIM team members, including managing office systems, equipment, interfacing with vendors, etc. to ensure the team runs smoothly.

Section 4: Decisions Position is Free to Make

Describe the authority held by the position by listing 1 to 2 examples of decisions that the position is free to make and explain the decisions that depend on the position's advice.

- Determine and balance salary support of different laboratory staff on multiple grants.
- This position will have the authority to determine the allocation, resources, and staffing required from the different grant projects and project out long-term spending/staffing.

Section 5: Dimensions

List quantitative measures that define the size and scope of the position (for example, the number of students counseled, the number of faculty and/or staff supported, the number of employees supervised, the number of events planned, the size of budget managed).

- Supervise laboratory staff ~6 including additional trainees (MPH, PHD, undergraduate)
- Manage 4-5 international projects

Section 6: Job Qualifications and Competencies

Job Qualifications

Indicate the minimum required education and years of experience. Include any required licenses or certificates.

Education and Experience

- Master's degree of Public Health or other master's degree in a relevant such as global health, demography, or epidemiology
- PhD Preferred
- Minimum of 5-7 years of relevant, global health project/program management experience.
- Field experience managing research trials and primary data collection, particularly in low-income country settings preferred



University Human Resources

- Strong experience managing and conducting research in global health and/or health systems preferred
- Experience successfully managing large teams and multiple projects required
- Knowledge and experience in study design and statistical methods preferred
- And/or equivalent of education and experience

Job Competencies

Indicate the essential job competencies. Competencies are required knowledge, skills and abilities necessary to perform the job successfully.

- Excellent interpersonal and communication skills with the ability to conduct collaborative research and coordinate multiple partners.
- Proficiency in Microsoft Office required. Proficiency with Google Drive, citation management software, and data management/analysis software (STATA, SAS...etc.) a plus.
- Excellent oral and written communication and presentation skills, and demonstrated ability to expertly carry out communications, relationship-building with study staff, governmental, non-profit, research, academic, and donor organizations, in order to attain project goals and facilitate productive collaboration.
- Strong management and leadership skills, with demonstrated capacity to work as part of a team with domestic and international collaborators, stakeholders, and research staff.
- Excellent organizational and problem-solving skills
- Ability to manage multiple projects and priorities at the same time, multi-task and deliver upon tasks
- Strong attention to detail, excellent time management, goal- and detail-oriented work style, and meticulous and consistent follow-through on projects.
- Ability to manage overall team workflow, including developing overall work-plan timelines and managing task assignments.
- Possesses a willingness and ability to support a diverse and inclusive campus community

Section 7: Physical Demands and Working Conditions

Please use the following checklist to identify general physical demands and working conditions. Additional specific physical demands and working conditions required to perform the job should be added. Also indicate any information that would be helpful in understanding any unusual or hazardous conditions associated with performing the position, or specific work schedule information.

General Physical Demands	Lift/Carry/Push/Pull	Use of Chemicals
<input checked="" type="checkbox"/> Requires ability to read	<input type="checkbox"/> Typically less than 10 pounds	<input type="checkbox"/> Limited exposure to chemicals
<input checked="" type="checkbox"/> Must remain in stationary position for long periods of time at desk or computer	<input checked="" type="checkbox"/> Typically 10 to 20 pounds	<input type="checkbox"/> Careful use of chemicals
<input checked="" type="checkbox"/> Requires moving around campus	<input type="checkbox"/> Typically 20 to 50 pounds	<input type="checkbox"/> Use of highly toxic chemicals



University Human Resources

<input checked="" type="checkbox"/> Requires occasionally standing, sitting, walking; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; hearing; talking	<input type="checkbox"/> Typically more than 50 pounds	
<input checked="" type="checkbox"/> Requires frequently moving about inside the office to access printer, files, and other materials/equipment		
<input checked="" type="checkbox"/> Operates a computer and other office equipment		
<input checked="" type="checkbox"/> Some travel may be required		

Additional Information:

- Full-time, with occasional evenings and weekends
- International travel - primarily US based, international travel up to 3 times annually.