

PROGRAM PROJECT MANAGER

How to Apply

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

Job Summary

The translation of innovative tissue engineering/regenerative medicine (TE/RM) technologies requires a new approach to bring TE/RM in dental, oral and craniofacial (DOC) technologies to clinical practice. To meet this need, an integrated, multidisciplinary Resource Center (RC) has been established as a partnership between University of Michigan, the University of Pittsburgh/McGowan Institute, Harvard University/Wyss Institute for Biologically Inspired Engineering, and clinical and industrial experts. This position is fully supported by a grant awarded by the National Institutes of Health.

This is a full-time, position to support the planning, development and coordination of the activities and fiscal management related to the grant. The successful candidate will participate in a dynamic environment and must have excellent organization, planning and communication skills.

Responsibilities*

Administrative:

- Provides overall administrative direction that includes day-to-day operational aspects including fiscal management and compliance
- Manage overall budget of entire multidisciplinary project
- Lead project managers and research teams to ensure projects are completed on time and within the budget
- Manage direct supervision of staff to include, hiring, training, salary, work schedule, discipline, evaluation and promotion.
- Coordination in development and implementation of short and long range goals

- Ensure that the projects and cores receive adequate support and resources
- Provides a clear path forward to accomplish both short- and long-term results that are consistent with the mission and goals of the Resource Center (RC)
- Identifies possible challenges/mitigations, including a risk analysis
- Provides a detailed timeline and milestones for meeting goals
- Work with faculty to establish evaluation metrics for implemented programs

Proposals, Reporting and Compliance:

- Interact with Project PIs and monitor progress of projects receiving funding from the RC
- Oversees and participates in the annual progress report
- Ensures that all activities are in compliance with the Federal Sponsor requirements
- Provide the overall coordination of any grant proposals

Liaison and Communication:

- Administrative liaison with inter- and cross-collaborative units
- Coordinates the communication, agenda and meetings of the committees
- Develop close working relationships with project collaborators, both within and outside of the institution.
- Interact with Core and Subject Matter experts to ensure needs of projects are being met

Programmatic:

- Plan and execute any RC events
- Serves the public good by bringing evidence-based approaches and tools to the workplace

Required Qualifications*

- A Bachelors or Master's degree in the biomedical, engineering or related experience in translational, preclinical or clinical sciences
- Experience in federal grant preparation and management
- Ability to work independently with minimal supervision and maximum collaboration in a team environment
- Excellent project management skills that includes, budget oversight, planning, organizing, tracking, scheduling, time management and professional relationship management
- Ability to work closely with a variety of internal and external contacts in the engineering, life sciences, clinical, regulatory and private sectors
- Excellent attendance record and commitment to be an onsite presence
- Have at least five years of professional, project management experience
- Have at least five years of supervisory experience to include, performance evaluations, hiring, discipline and oversight of job tasks
- Excellent communication skills
- Must have strong computer skills
- Requires a high level of resourcefulness, motivation, accountability and ability to think analytically
- Attention to detail, meeting deadlines and a service oriented attitude are essential

Desired Qualifications*

- An MS or PhD in Engineering or Biomedical Science field or MBA
- Experience in grant writing and professional publications
- Basic familiarity with the engineering or health sciences fields
- Knowledge of University practices, rules and regulations

Work Locations

This position is located at the School of Dentistry at 1011 N University Ave.

Background Screening

The University of Michigan conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Mission Statement

MDentistry: advancing health through education, service, research and discovery. MDentistry Core Values: Compassion, Leadership, Excellence, Responsibility, Trust, Creativity, and Inclusion. The mission of the University of Michigan is to serve the people of Michigan and the world through preeminence in creating, communicating, preserving and applying knowledge, art, and academic values, and in developing leaders and citizens who will challenge the present and enrich the future. The University of Michigan is committed to foster learning, creativity and productivity, and to support the vigorous exchange of ideas and information, not only in the classroom but in the workplace by: - Creating a work environment in which people treat each other with respect and dignity, regardless of roles, responsibilities or differences. - Providing support, direction and resources enabling us to accomplish the responsibilities of our jobs and to reach the goals that are set for professional and personal growth.

Application Deadline

Job openings are posted for a minimum of seven calendar days. This job may be removed from posting boards and filled anytime after the minimum posting period has ended.

U-M EEO/AA Statement

The University of Michigan is an equal opportunity/affirmative action employer.

Job Detail

JOB OPENING ID

139761

FULL/PART TIME

Full-Time

DEPARTMENTDENT Bio & Materials
Science**WORKING TITLE**

Program Project Manager

REGULAR/TEMPORARY

Regular

POSTING BEGIN/END DATE

3/31/2017 – 4/14/2017

JOB TITLE

Associate Director

FLSA STATUS

Exempt

SALARY

\$90,000.00 – \$120,000.00

WORK LOCATIONAnn Arbor Campus
Ann Arbor, MI**ORGANIZATIONAL GROUP**

School Dentistry

CAREER INTEREST

Administration

