

ITHS Project Manager

Req #:	247527
Department:	SCHOOL OF MEDICINE
Job Location Detail:	Hybrid work environment, typically up to 2 days onsite per week, though depends on business needs.
Posting Date:	07/01/2025
Closing Info:	Open Until Filled
Salary:	\$5,750 - \$7,250 per month
Other Compensation:	
Shift:	First Shift
Benefits:	As a UW employee, you will enjoy generous benefits and work/life programs. For a complete description of our benefits for this position, please visit our website, click here .

As a UW employee, you have a unique opportunity to change lives on our campuses, in our state and around the world. UW employees offer their boundless energy, creative problem-solving skills, and dedication to build stronger minds and a healthier world.

UW faculty and staff also enjoy outstanding benefits, professional growth opportunities and unique resources in an environment noted for diversity, intellectual excitement, artistic pursuits, and natural beauty.

The Institute of Translational Health Sciences (ITHS) is a \$70M health research institute based at the University of Washington, with integrated partnerships with Fred Hutchinson Cancer Research Center and Seattle Children's Hospital, and more than 20 other organizations engaged in health research in five states in the Pacific Northwest region. The mission of ITHS is to accelerate the translation of scientific discoveries to the clinic and beyond to improve the health of people in our region today. We develop critical resources to help innovators move their discoveries forward. ITHS fosters innovative health research, sustains research resources, and provides education and career development programs.

ITHS has an outstanding opportunity for a Project Manager to orchestrate and support multiple workstreams and manage projects that span the breadth of the institute's capabilities.

POSITION PURPOSE

The role will serve as a resource for process development, project management, quality assurance/quality control (QA/QC), and continuous improvement across the Pilot Translational and Clinical Studies Program, the Technology Development Center, the Hub Liaison Team, and related emerging programs.

Reporting to the Director of Technology Development, the Project Manager will take ownership of the Pilot Translational and Clinical Studies Program. Primary activities will include process optimization and project management for application intake and review including scheduling and communications with reviewers and applicants. The Project Manager will also provide project coordination support to the Technology Development Center and the Hub Liaison Team. The position will additionally support QA/QC and continuous improvement activities. The Project Manager will also have the opportunity to contribute to special projects to improve and innovate management and operations of supported programs.

The Project Manager will work to develop continuous process improvements and assist in the overall strategic planning efforts for the Institute. This role will collaborate frequently with other ITHS Administrative Core teams including Communications, Finance, Evaluation, and Research Development to achieve the goals of ITHS pilot and research programs. This position will also work with faculty and staff leaders from the University of Washington, Fred Hutchinson Cancer Research Center, Seattle Children's Hospital, and numerous other research partners across the WWAMI (Washington, Wyoming, Alaska, Montana, Idaho) region, as well as members of our national clinical and translational research consortium.

DUTIES AND RESPONSIBILITIES

Clinical & Translational Science Pilot Funding Programs: (30%)

- Manage the annual and quarterly processes for solicitation, selection, and funding of meritorious research applications.
- Coordinate with the Communications team to announce funding opportunities and application requirements.
- Screen application letters of intent for compliance with grants policies and responsiveness to requests for application based on established criteria.
- Coordinate a comprehensive scientific review process, with support of expert reviewers spanning multiple disciplines and institutions and under the guidance of the Pilot Program co-directors.
- Under the guidance of ITHS leadership, assist in the selection of funding cohorts.
- With direction from ITHS Director of Finance, coordinate timely release and tracking of research funds.
- Under the guidance of the ITHS Director of Evaluation, design and implement metric collection processes that support overall ITHS goals.
- Participate as a key member of the CTSA External Review Exchange Consortium (CEREC), to represent UW in efforts to support pilot programs at eight other member institutions.

Hub Liaison Team operations (30%)

- Under directions of the HLT operations lead, manage recurring processes for assessment and response to expressions of interest for multisite clinical trials from the national Trial Innovation Network.
- Develop and manage efficient and compliant work processes and documentation for HLT-supported projects and programmatic efforts.
- Run basic data queries and crude analyses to provide project and program performance data to HLT scientific and operations leads; as applicable, work with other ITHS teams or institutional offices to capture data to inform HLT program evaluation and project planning.

- Coordinate with relevant project contributors and working groups members to prepare meeting materials and agendas, identify and distribute follow-up information and action items, and ensure project tasks are executed in a timely manner.
- Ensure that project contributors and other key partners are provided relevant, up-to-date information on HLT activities and project status.
- Monitor project progress and communications to maintain contributor engagement and manage project risks in collaboration with project team members.

Technology Development Center operations (20%)

- Manage log of regional innovator teams and track team progress and readiness for educational, advisory, strategic consulting, and funding opportunities and services.
- Coordinate with ITHS Communications team to maintain contact with past project teams and promote additional ITHS services.
- Provide logistical support for TDC events and programs.

Quality & Continuous Improvement (20%)

- Support and lead improvement cycles for pilot funding, HLT, TDC, and related processes.
- Implement selected improvements using change management principles, collect key metrics, and evaluate impact of supported programs under direction of relevant ITHS leadership.
- Develop and maintain standard operating procedures and other documentation.
- Manage data entry and review data quality for supported ITHS programs, maintaining databases in internal customized software and external systems.
- Perform quality reviews of human subjects and vertebrate animal research documents for prior approval review by federal funder.
- Participate in CTSA QA/QC working group to learn and share processes across the national consortium.
- Participate in relevant continuing education in the areas of project management, research dissemination, and human subjects research

MINIMUM REQUIREMENTS

- Bachelor's Degree in Operations Management, Communications, Social Work, Engineering, Business, a health-related scientific discipline, or similar field.
- Two years' experience managing programs, projects, or grants to achieve goals on time and on scope.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

ADDITIONAL REQUIREMENTS

- Strong interpersonal skills and the ability to coordinate teams to accomplish program goals and objectives.
- Sophisticated organizational and project management skills including demonstrated ability to manage multiple tasks and responsibilities with forethought and accuracy.
- Excellent verbal, written, and visual communication skills used to inform and connect a variety of audiences.
- Familiarity with Continuous Process Improvement methodologies.
- Proficient in Microsoft Excel, cloud data sharing, scheduling software, and relationship management software, in addition to other Office tools and common software.

DESIRED QUALIFICATIONS

- Demonstrated ability to design new processes.
- Formal project management training or credential (e.g., CAPM, PMP, AAPM).
- Experience with grant management and reporting.
- Experience working with academic researchers and health scientists.
- Experience with human subjects research protections and federal research compliance.
- Program evaluation and reporting experience, familiarity with routine quantitative and qualitative methods.

Application Process: The application process may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Work Authorization, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select "Apply to this position". Once you begin an assessment, it must be completed at that time; if you do not complete the assessment, you will be prompted to do so the next time you access your "My Jobs" page. If you select to take it later, it will appear on your "My Jobs" page to take when you are access ready. Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.

Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or dso@uw.edu.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under Washington state law.

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