

## Program Manager II – Research Support

<b>Position Number:</b>	Click here to enter Job Title	<b>Job Code:</b>	
<b>Reports to (title):</b>	Vice Chair of Research	<b>Pay Grade:</b>	108
<b>Department/Division:</b>	Family & Community Medicine	<b>FLSA:</b>	Exempt

### JOB SUMMARY

Reporting to the leadership team (PIs, other faculty members and senior staff), the Program Manager will play a pivotal role in overseeing all operational aspects of the Saint Louis University site for the "All of Us" (AOU) national research program. This transformative initiative seeks to collect health data from diverse individuals to expedite medical research and advance personalized healthcare solutions. Collaborating with SSM Health, SLU aims to enroll 1,000 research participants annually. The Program Manager's role encompasses:

### ESSENTIAL JOB RESPONSIBILITIES

Percentage of Time	Job Responsibility
	<i>The job responsibilities should be prioritized in order of importance (i.e. #1 being the most important job responsibility)</i>
	<p><b>Operational Leadership:</b> Lead, support, and provide strategic direction to a diverse team of approximately 18 full and part-time research team members, ensuring alignment with program goals and initiatives. In coordination with other supervisors, assign tasks to study frontline staff and oversee their execution. Complete additional study-related tasks as directed by PIs or study sponsor (National Institutes of Health / NIH).</p> <p><b>Program Oversight:</b> Manage and ensure the submission of all deliverables, including regulatory (IRB) submissions and ad-hoc requests from NIH and consortium leadership.</p>
	<p><b>Workstream Coordination:</b> Oversee and drive collaboration across workstreams (Communications and Marketing, Community Engagement, Recruitment and Retention, Clinical Operations, EHR and Programming).</p> <p><b>Collaborative Facilitation:</b> Organize and facilitate leadership team and other meetings, including agenda development and minutes distribution.</p> <p><b>Training and Development:</b> Create training materials for program staff, tracking training progress and ensuring continuity.</p>
	<p><b>Quality Assurance/Control:</b> Develop and uphold SLU strategies and Standard Operating Procedures (SOPs) related to workstreams. Ensure compliance with national plans, policies, and procedures. Collaborate on QA/QC reviews and corrective action plans.</p>
	<p><b>Consortium Coordination:</b> Serve as the main liaison to the consortium of healthcare provider organizations that SLU is a part of. Represent SLU on consortium and NIH sponsored calls as directed by PIs.</p>

	<b>Stakeholder Engagement:</b> Collaborate and communicate effectively with SLU and SSM leaders, schedule in-services, presentations, and address stakeholder needs.
	<b>Performance Monitoring:</b> Monitor SLU project metrics dashboards to measure progress towards recruitment, retention, and quality goals. <b>Stakeholder Engagement:</b> Collaborate and communicate effectively with SLU and SSM leaders, schedule in-services, presentations, and address stakeholder needs.
	<b>Other Duties as assigned</b>
100%	

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent communication and organizational skills
- Ability to navigate intricate operational landscapes
- Excellent time management and prioritization focus
- Self-starter and problem solver with keen detail on
- This role offers an exceptional opportunity to lead and contribute to a transformative research initiative, shaping the future of healthcare.
- The ideal candidate will possess a master’s degree or equivalent experience in a relevant field, including but not limited to
  - o public health or other health-related fields (clinical research management, health administration, etc.)
  - o business (MBA or similar degree with experience in health-related fields preferred)
  - o relevant fields, including biomedical and social sciences, and other research-intensive fields.
- Individuals with degrees and/or certifications in project management are particularly encouraged to apply.

**WORK ENVIRONMENT**

- Office
- Non-Office

*If non-office, please describe:*

**MINIMUM QUALIFICATIONS**

Master’s degree or with 3+ years’ experience in related work or  
Bachelor’s degree with 10+ years’ experience in related work  
Certified in Project Management (PMP)

**ADDITIONAL INFORMATION**

Contact Jeffrey Scherrer, PhD at [jeffrey.scherrer@health.slu.edu](mailto:jeffrey.scherrer@health.slu.edu) for more information