

Grant Project Manager

The Grant Project Manager reports directly to the Principal Investigator (PI) for a Department of Justice (DOJ) grant awarded to the University to develop, implement and test a new RNR-based protocol for assessing juvenile sex offenders. The focus is on risk management and risk reduction. The Project Manager is primarily responsible for the coordination of all activities in support of the principle objectives of this multi-site, multi-state project. More specific responsibilities include: coordinating and maintaining direct contact with all project staff; assisting in the development of a Qualtrics-type platform for data collection; facilitating compliance with federal regulations specific to human subject protections; supervising graduate research students, and conducting and overseeing data analysis; assisting with the preparation of interim and final programmatic reports to the Department of Justice; assisting the PI with managing the grant budget and drafting requests for allocation and reallocation of funds.

MINIMUM QUALIFICATIONS:

1. This is a postdoctoral position (Ph.D. or equivalent).
2. Prior work experience that demonstrates outstanding supervisory abilities, budget management skills, and attention to detail.
3. Strong oral and written communication skills.
4. Strong data analytic skills, e.g., SAS, BMDP or SPSS.
5. Supportive academic letters of recommendation.
6. Proficiency with Qualtrics or other user-friendly data entry software for lay use – a plus.
7. Employment is contingent upon a satisfactory background check. Candidates for hire will be required to sign a waiver authorizing the background check and produce a Social Security Card.

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or protected veteran status. Fairleigh Dickinson University takes affirmative action in support of its policy to employ and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.

Interested candidates can learn more about and apply for this position through the University's Web site (www.fdu.edu) by clicking on the Employment link at the bottom of the page.