Essential Functions

The George Warren Brown School of Social Work seeks to hire a qualified individual as center manager for the Envolve Center for Health Behavior Change, an industry-academic partnership dedicated to bringing evidence-based methods and behavioral science into healthcare. This person will work closely with the Envolve Center’s Principal Investigator and Co-Investigators to oversee the implementation of Center strategic planning, operational activities, research administration, and financial management. She or he will provide leadership on the daily operations and strategic directions for the Center, manage Center projects and programs, and serve as a central liaison and coordinator between all Center cores. She or he will supervise staff and students working on relevant Center projects, programs and cores and work collaboratively to meet Center goals and outcomes.

Overall coordination of cores and administration and supervision of staff

- Serving as primary liaison between all project cores and with funder counterparts and ensuring communication is maintained
- Overseeing the progress of each project and ensuring that projects and initiatives are soundly planned and managed
- Assisting faculty directors and project leads with the development of charters, work plans, task lists, and other working documents
- Supervising staff and students and ensuring needs are met
- Planning meetings and semi-annual events along with administrative core

Reporting and dissemination

- Leading the reporting, development, and collection of monthly progress memos for funder agency and bi-annual and annual reports for the Center and funder agency
- Contributing to representing the Center at select national and international conferences to communicate Center accomplishments, share information about the Center’s research, and establish strategic partnerships
- Contributing to developing and implementing strategies for effective dissemination of Center’s research results through vehicles including peer-review articles, briefs, presentations, fact sheets, web tools, and other
- Represent Center director in absence and work closely with funding partners

**Strategic planning and resource allocation**

- Develop, implement, and monitor strategic plan and process for the Center in collaboration with center director.
- Allocate and modify Center operations to support the strategic directions.
- Managing budgeting and financial needs of the Center
- Act as point-of-contact liaison to University and external administrative offices with employee matters, infrastructure, research review process, and other needs.
- Investigating further opportunities for streams of funding aligned with research goals and developing grant proposals accordingly

**Other Duties as assigned**

**Required Qualifications**

- Master’s in public health, social work, social sciences, public policy, or similar degree
- 3 years of relevant full-time work experience, including some supervisory experience
- Substantial project management experience
- Mastery of computer word processing software and basic understanding of other computer programs and competence in learning new software.
- Strong verbal and written communication skills
- Interest in promoting the health and well-being of vulnerable populations.

This person must have the ability to function independently as a professional and as a leader. She or he must have the ability to:

- identify administrative needs and envision solutions,
- plan and carry out work without supervision,
- lead and organize the work of others, and
• Operate with a high degree of decision making authority and independent judgment.
• Strong oral and written communication skills
• Highly professional demeanor and strong interpersonal skills
• Excellent analytical and problem solving skills.
• Highly dependable and organized.
• Attention to detail.
• Ability to handle multiple and diverse high-level tasks simultaneously
• Demonstrated ability to handle confidential materials and maintain confidentiality
• Ability to work effectively with a diverse group of faculty, staff, and funding partners who possess varying degrees of technical and research sophistication.
• Ability to present self and projects in a sophisticated manner to both internal and external partners, including University faculty and funding organization.
• Proficient computer skills and experience with Microsoft Office.

Preferred Qualifications

• Significant progressive research and administration experience, including supervisory experience and working with large projects and budgets
• Experience with industry-academic partnerships or within relevant industry setting
• Project management certification
• Experience with strategic and organizational planning
• Familiarity with health barriers that face low-income households.
• Experience presenting research results and projects
• Statistical and analytical skills
Salary Range
See online posting.

Benefits
-Retirement Savings Plan
-22 vacation days
-8 Paid Holidays
-Sick Time
-Tuition benefits for employee, spouse and dependent children
-Free Metro Link/ Bus pass
-Free Life Insurance
-Health, Dental, Vision
-Health Savings Accounts (HSA)
-Long Term Disability Insurance
-Flex Spending Plan
-Other Benefits

Human Resources website (hr.wustl.edu)

EOE Statement

All qualified applicants will receive consideration for employment without regard to sex, race, ethnicity, protected veteran, or disability status.